

**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

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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.

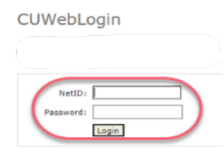
### Accessing LBP

#### Launching your web browser and accessing the LBP system:

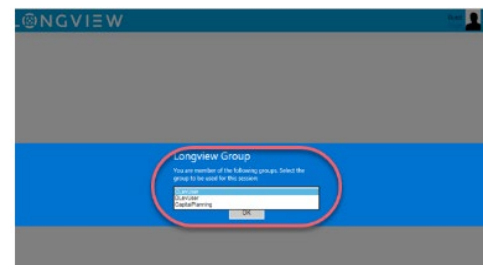
1. Open your Microsoft Edge browser and navigate to the following URL:  
<https://cornell.lvcloud.com/cornellprd> (for the production environment) or  
<https://cornellDev.lvcloud.com/cornelltrn> (for the training environment)

**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.



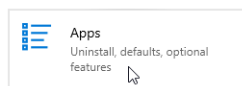
#### Making Microsoft Edge your default browser:

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



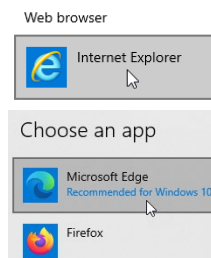
2. Select Settings.

3. Select Apps.



4. Select Default apps.

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



6. Close window.

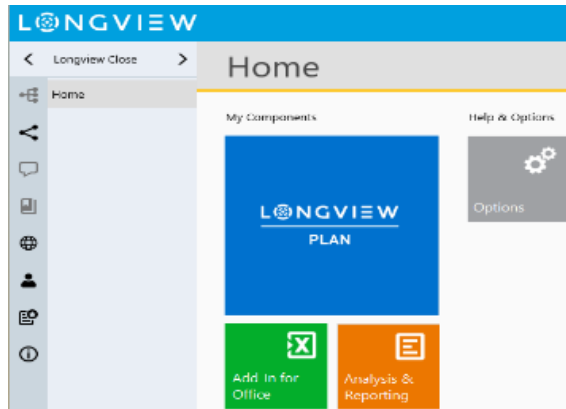


## LBP Portal

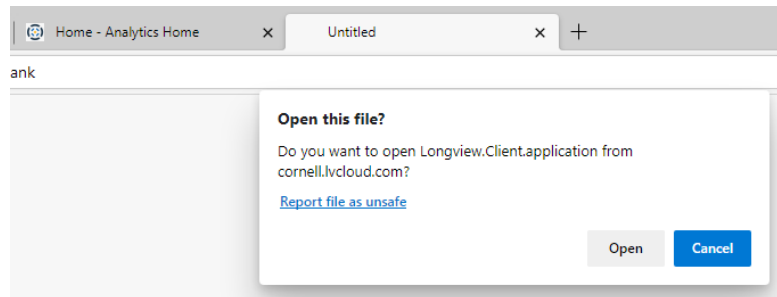
After successfully authenticating with Longview, you will be presented with the Longview Plan home page that's been customized for your level of access. This is where you will launch the LBP portal.

### Launching the LBP Portal:

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



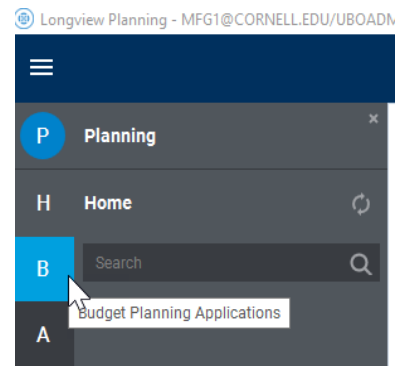
**Note:** You will be directed to another window, seen below.



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

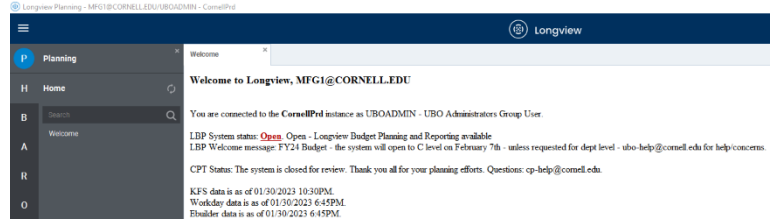
### Inside the Portal:

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

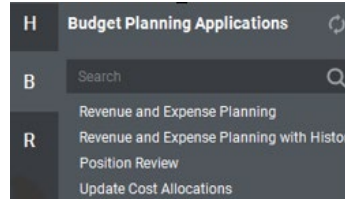




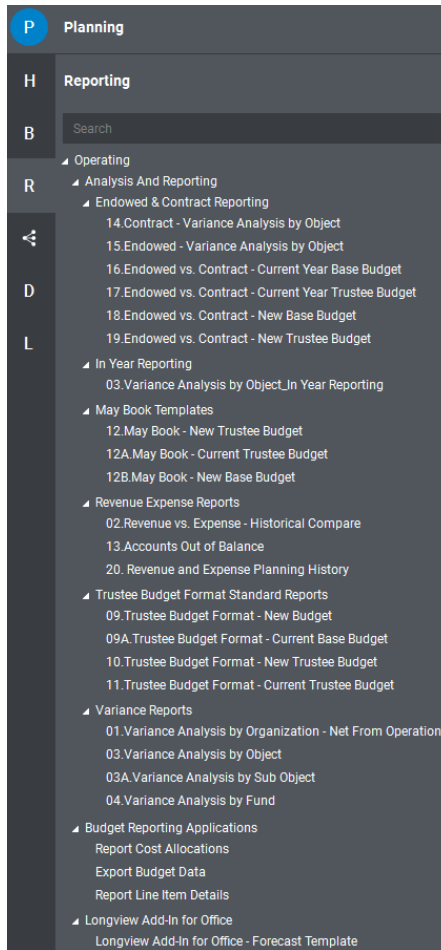
1. *Selecting Welcome displays news and announcements:*



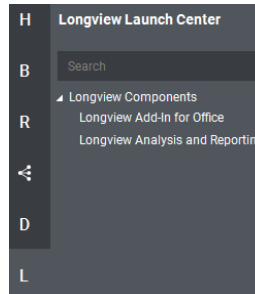
2. *Budget Planning Applications:*



3. *Reporting:*



4. *Launch Center:*





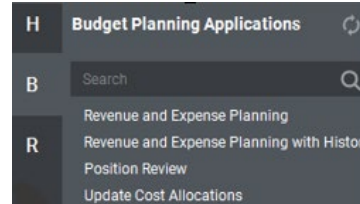


## Revenue and Expense (R&E) Planning

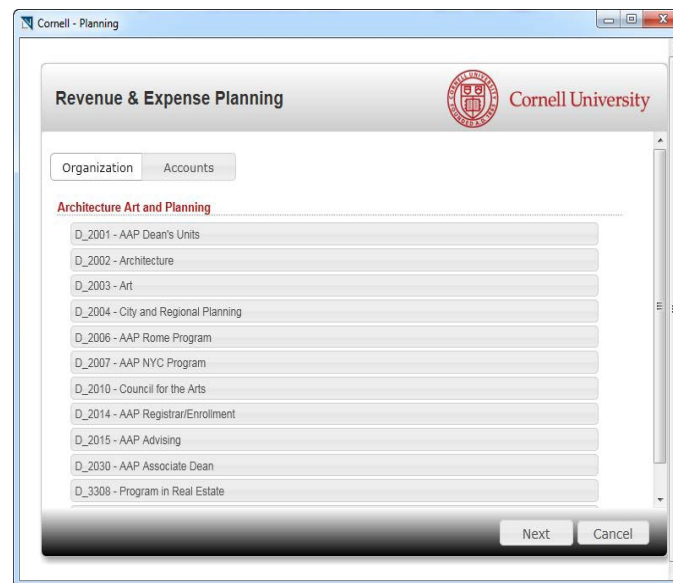
As the name implies, this application is where you go to do your revenue and expense planning. This includes salary, salary allocations, non-salary expenses, transfers, and administrative and sabbatical leaves.

### 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/Act selector. Based upon your security privileges, you’ll be presented with a list of organizations you’re authorized to access. In most cases, this will be a list of the departments you have responsibility for planning/budgeting.
  - b. **Account** approach. Use this method when you want to choose a specific level in the account hierarchy. You can choose any part of the account hierarchy you have access to, from the highest access level you have been given rights to view, all the way down to the specific account/sub-account. There are two variations to this method: when you know the account/organization, and when you don’t.

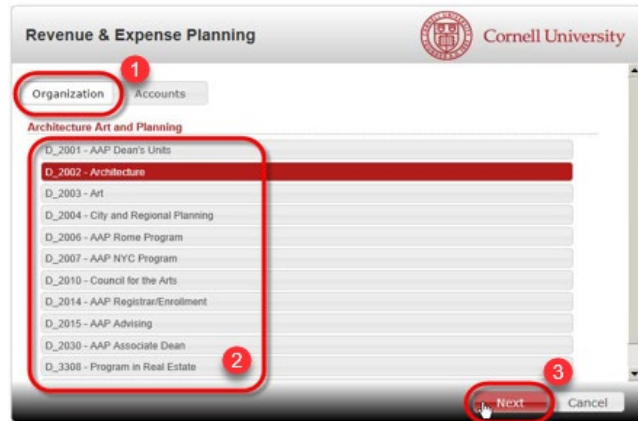


## Organizational approach (The default approach)

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

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

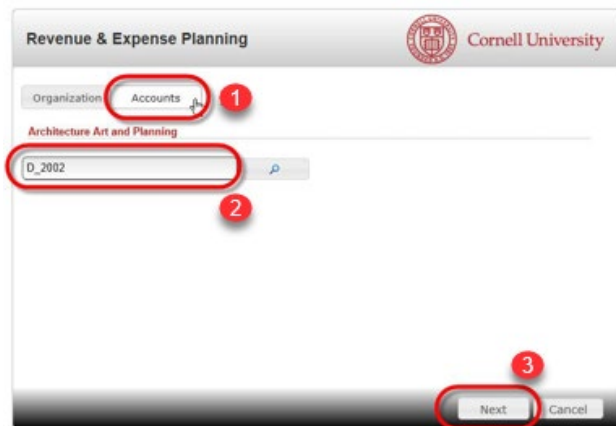
Once loaded, LBP will return the R&E planning grid. On this grid is where you will do your expense and revenue planning. You will also be able to choose any account that is associated with the selected department. Please see the section below entitled R&E Planning for more information.



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

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

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



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

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

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



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

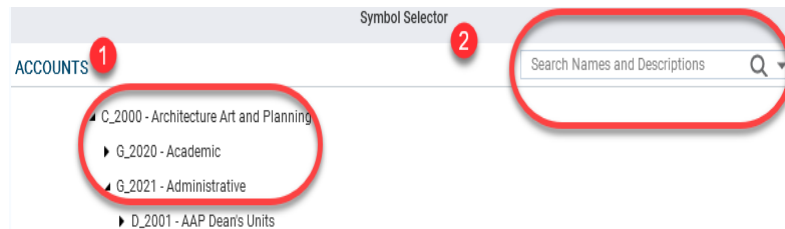
When you can’t remember the organization or account number you want to plan, LBP provides you a powerful search function, called “Symbol Selector”.

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



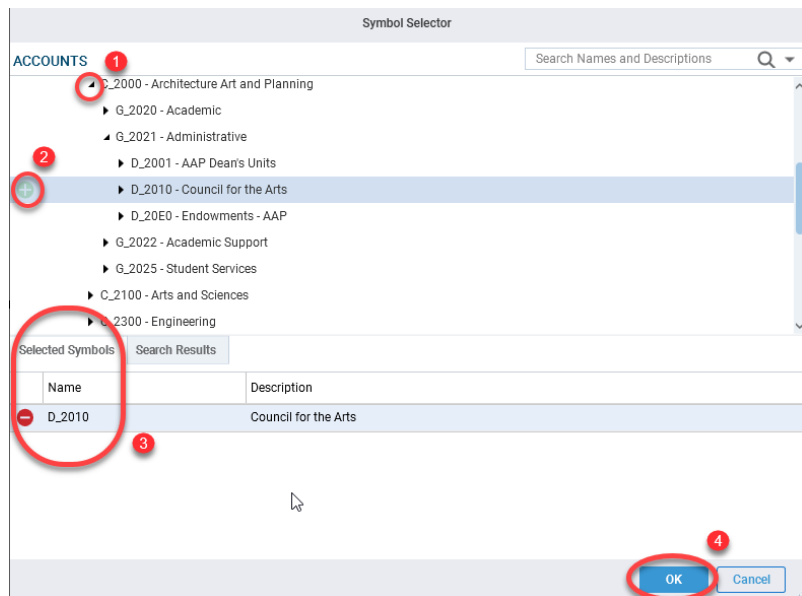
To find the organizational level or account number you want to plan, there are two ways to use the symbol selector:

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



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

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

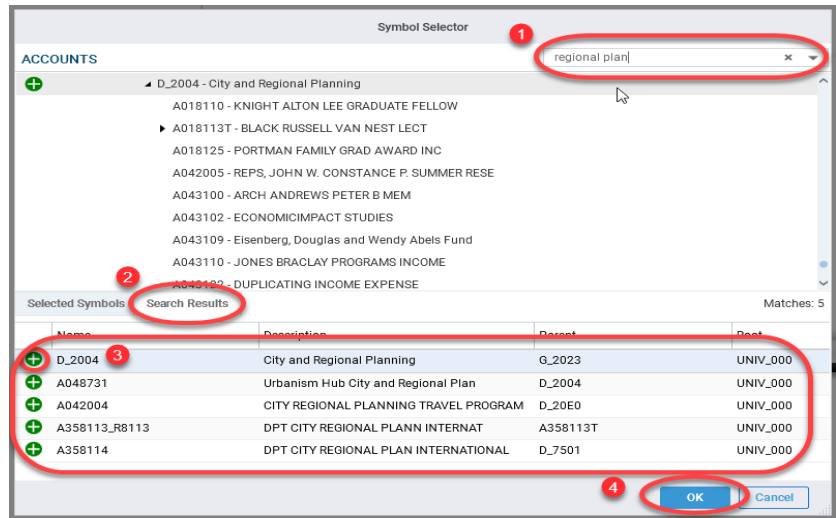




## Using Text Search:

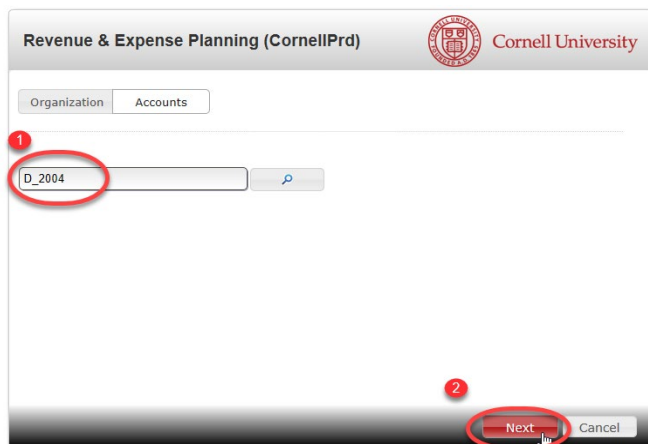
(To search for the name of an organization or account description)

1. Type the text you're searching for in the "Search Names and Descriptions" box in the upper right of the symbol selector.
2. The predictive search will start displaying all the matches in the Search Results section at the bottom of the window.
3. Once you have found the symbol you're looking for (could be a department, as in D\_2004, or an account, as in A048731, click on the green "+" icon (+) to select that symbol. This will move that symbol to the Selected Symbols tab (as above).
4. Click OK to continue.



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

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





## Revenue and Expense Planning (*Planning Details Tab*)

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

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

### Add Object Code

#### 1. Toolbar:

##### a. Add Object:



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

The screenshot shows the 'Revenue and Expense...' window with the 'Planning Details' tab active. A toolbar at the top contains buttons for 'Add Object', 'Initialize Budget', 'Import Budget', 'Calculate Benefits', 'Show Notes', 'Show/Hide', 'Show SubFunds', 'Export List', 'Print Preview', 'Options', 'Save', and 'Close'. The 'ACCOUNTS' dropdown is circled with a red '2'. The grid below has columns for 'SubObject Description', 'Base Bud 2021', '(+/- %)', and 'Base Bud 2020'. Rows include various budget categories like '4500 - Income - Allocation Appropriated', '7045 - Transfer in - from General Reserves', '7070 - Transfer in - Intrafund', '7080 - Transfer in - DFA ONLY-Between UR & TR', '\*REVENUE\_PLAN - Revenue Objects for Planning', '5090 - Budget - Academic Faculty Salary', '5396 - Budget - General S&W - Maximum Benefits', and '5600 - Employee Benefits - Endowed Full Rate'. Annotations: '1' points to the toolbar, '2' to the ACCOUNTS dropdown, '3' to the '0 0.0' values in the grid, '4' to the '001' sub-object code, and '5' to the '0 0.0' values in the grid.

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

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

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

iv. Add the budget amount.

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

The 'Add Object' dialog box is shown with the Cornell University logo. It has an 'Information' section with three input fields: 'Object' (containing '8040'), 'Sub Object' (containing 'NONE'), and 'Budget Amount' (containing '20000'). A search icon is to the right of the Object field. The 'Next' and 'Cancel' buttons are at the bottom right. Annotations: 'i.' points to the Object field, 'ii' to the search icon, 'iii' to the Sub Object dropdown, 'iv.' to the Budget Amount field, and 'v.' to the Next button.


The 'Select SubObject' dialog box is shown with the Cornell University logo. It has an 'Information' section with three input fields: 'Account' (containing 'R033101'), 'Object' (containing '6680'), and 'Sub Object' (containing 'NONE'). A dropdown menu is open below the Sub Object field, showing options like 'NONE' and '677 - Computer Equipment - Non-Capital'. The 'Next' and 'Cancel' buttons are at the bottom right.



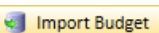
## New Accounts, Sub-Accounts, and Sub-Objects

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

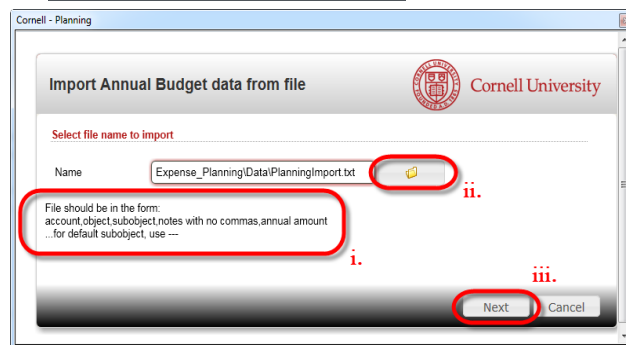
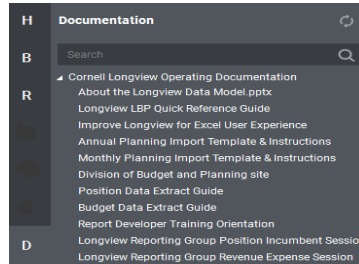
### Initialize Budget

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

### Import Budget (Annual or Monthly)

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

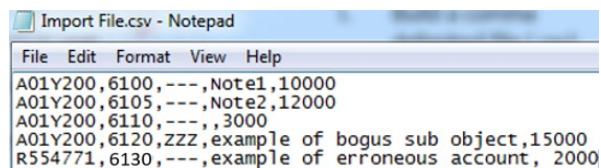
- i. Build a comma delimited file (.csv) that follows the format listed on the screen. A template for importing a budget can be found on the Longview Portal under Documentation.



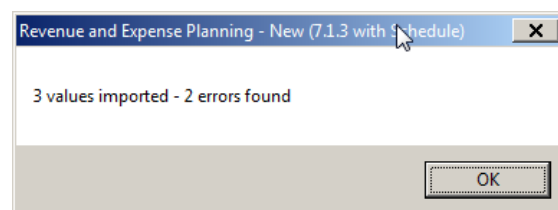
Note: Sub-accounts can be added directly after your account number by using an underscore \_XXXX. If you don't want sub-objects type 3 dashes "---" in place of the sub-object. Notes cannot contain commas. Further instructions can be found on the templates if needed.

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

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



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









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

Revenue and Expense Planning - New (7.1.3 with Schedule)					
	Account	Object	Subobject	Annual Am...	Error Message
Lines 4	A01Y200	6120	ZZZ	15000	Subobject not found
Lines 5	R554771	6130	---	2000	Account not found

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

Revenue and Expense Planning - New (7.1.3 with Schedule)					
	Account	Object	Subobject	Annual Am...	Error Message
Lines 4	A01Y200	6120	---	15000	Subobject not found
Lines 5	a01y200	6130	---	2000	Account not found

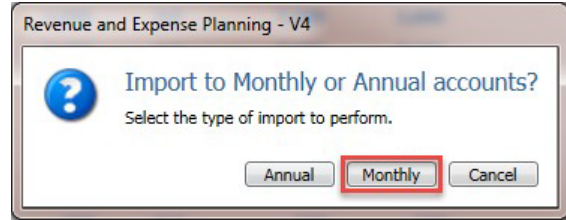
- vi. Once complete, notice the new objects and amounts have been successfully imported into the account:

Revenue and Expense Planning - [Title]					
ACCOUNTS					
A01Y200 - [Search]					
		Base Bud 2015	(+/- %)	Base Bud 2014	Notes
6100 - Communication - Postage	-----	10,000	0	0	Note1
6105 - Communication - Shipping	-----	12,000	0	0	Note2
6110 - Telecommunication - Equipment	-----	3,000	0	0	
6120 - Telecommunication - Usage	-----	15,000	0	0	example of bogus sub object
6130 - Communication - Data	-----	2,000	0	0	example of erroneous account
6995 - Budget - SIP Balancing	-----	0	0	-1,658	
EXPENSE_PLAN - Expense Objects for Plan...	-----	-73,606	0	-33,113	

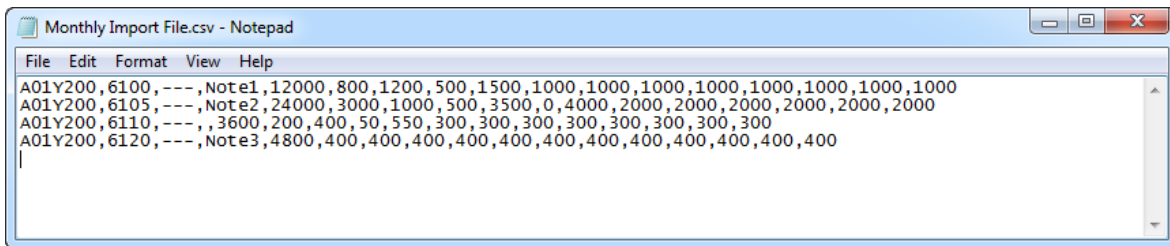


## Import Monthly Pattern

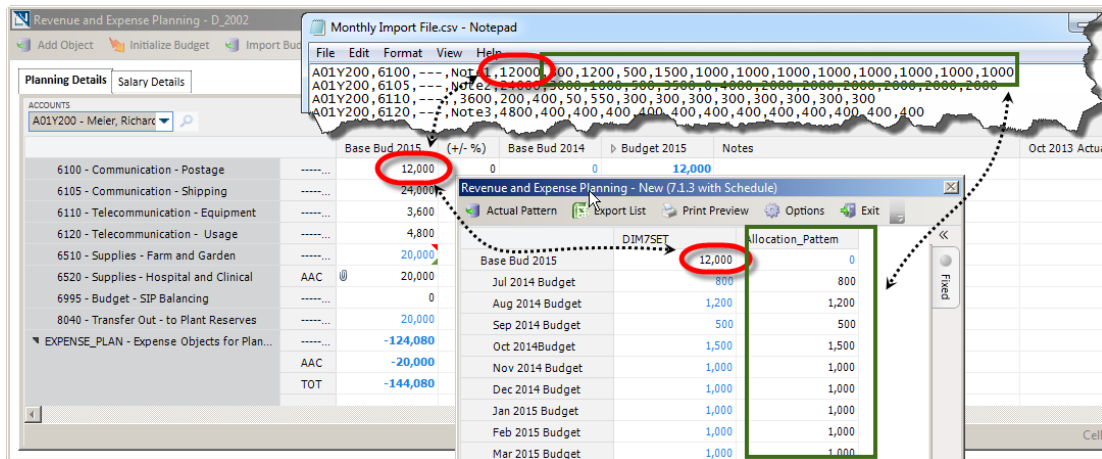
d. **Import Monthly Pattern:** (Note, this option is only available if you chose to use monthly planning and the UBO has set up the monthly planning budget for you). This is a utility for importing monthly budget data into your accounts. This is the same process as the Import Budget method for importing,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



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



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



## Calculate Benefits

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

## Show Notes

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

## Show/Hide

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


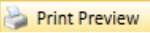



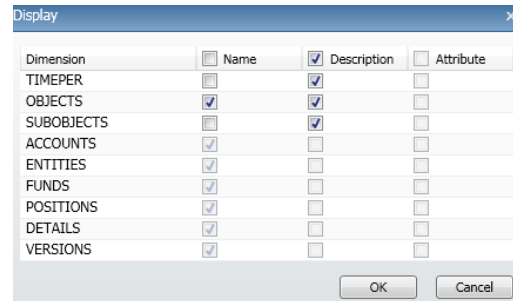




## Show Sub-Funds

Displays sub-funds totals within the account.

## Export List

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

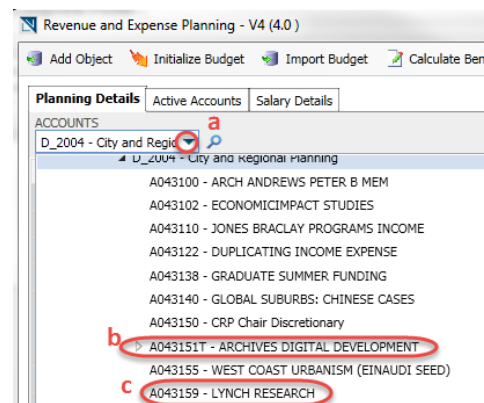


- h. **Save:**  Commits your additions, deletions, and changes to the LBP database. If you close the screen before saving, you will lose all of your work.
- i. **Close:**  This button closes the current grid and returns you to the LBP Portal. If you have not previously saved your work, you'll be prompted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

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

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

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



### 3. Cell and Column Behavior:

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

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



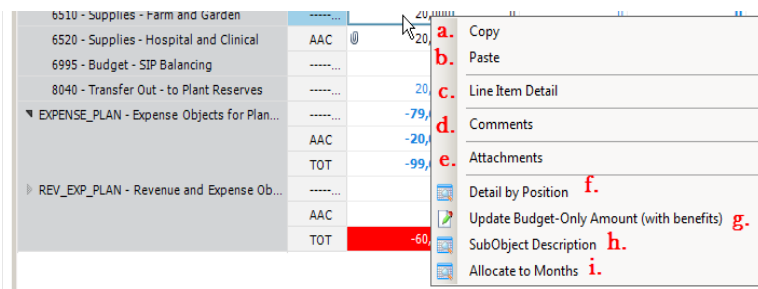
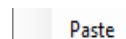
**5. Grid Details:** This area of the grid is where your data are entered and displayed. Remember that you can only enter data when the cell text is black in color. Cells that have comments attached have a red triangle (▼) in the upper right corner of the cell. If the cell was calculated by Line Item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

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

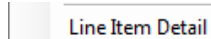
a. Copy: Copy the cell's content.



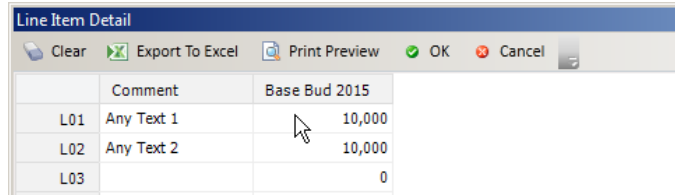
b. Paste: Paste values from the clipboard into the cell.



### Line Item Detail (Transfers/Allocations)



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

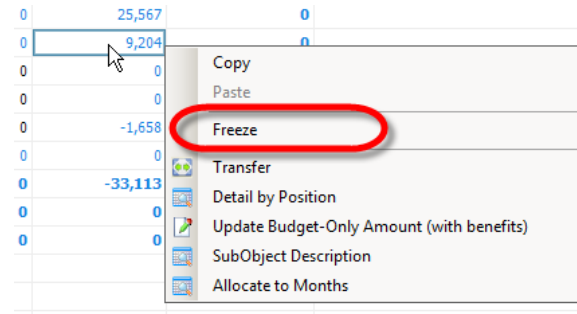
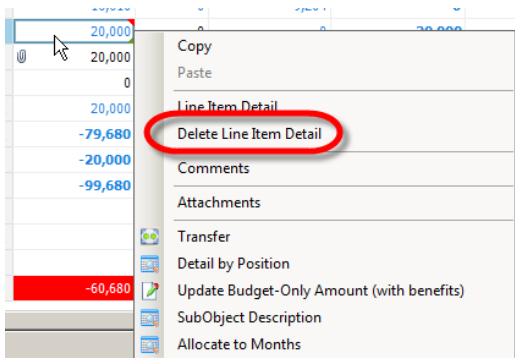


Allocation object 4500 to be used in sub-fund groups+ GNAPPR/APSTAT and 4510 to be used in sub-fund group GNDEPT. You can run the Line Item Detail Report to see the planned detailed information.

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

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

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



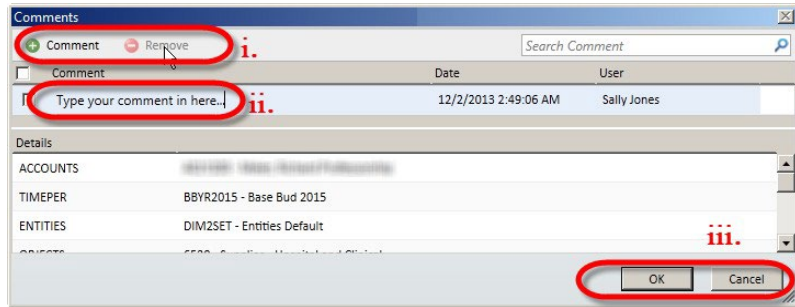


## Comments

### d. Comments:

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

- 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.



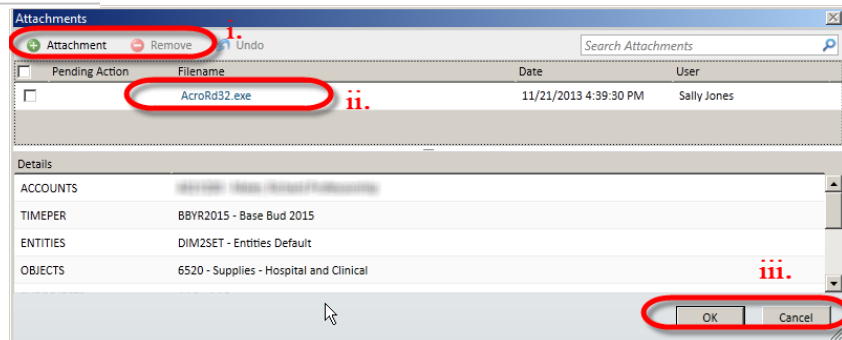
## Adding Attachments

### e. Attachments:

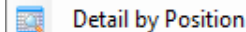
Selecting **Attachments** opens a new window, allowing you to add or remove attachments to that cell.

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

### Attachments



### f. Detail by Position:

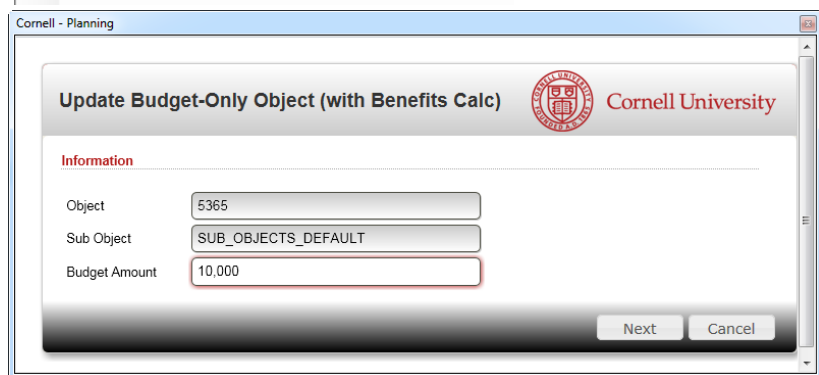


Select **Detail by Position** to bring up the cost allocation information for a salary object code. This is the same information that can be displayed in the Salary Details tab, but it is specific to the salary object selected. See *Salary Details* for more information.

### 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.

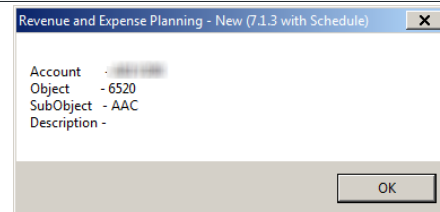
### Update Budget-Only Amount (with benefits)



### h. Sub-object Description:

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".

### SubObject Description





## Monthly Allocations

Allocate to Months:

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

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

Revenue and Expense...

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

Planning Details Active Accounts Salary Details

ACCOUNTS

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

Right-Click menu displays "Allocate Monthly"

Revenue and Expense...

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

Planning Details Active Accounts Salary Details

ACCOUNTS

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

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

Cornell - Planning (CornellTst)

Allocate Budget (CornellTst) Cornell University

Select Allocation Option

Allocation Method

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

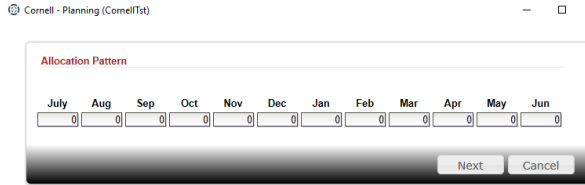
Next Cancel



**Allocation Method:**

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

3. **Custom:**



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

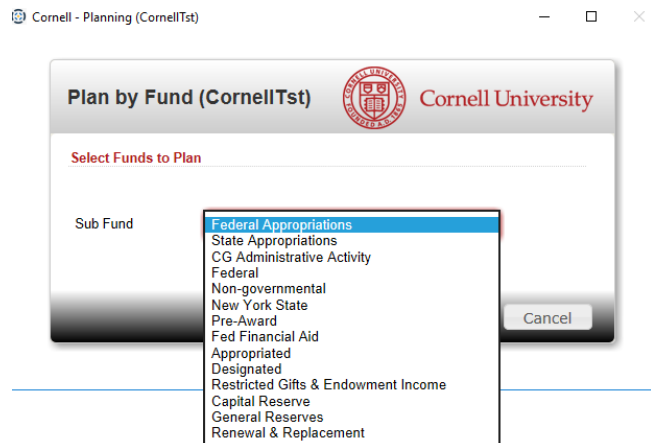
**Revenue and Expense Planning (Active Accounts Tab)**

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

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

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

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





## Revenue and Expense Planning (*Salary Details* Tab)

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

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

Here are the key sections of the Salary Details tab:

### 1. Toolbar:

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

### 2. Tabs:

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

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

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

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

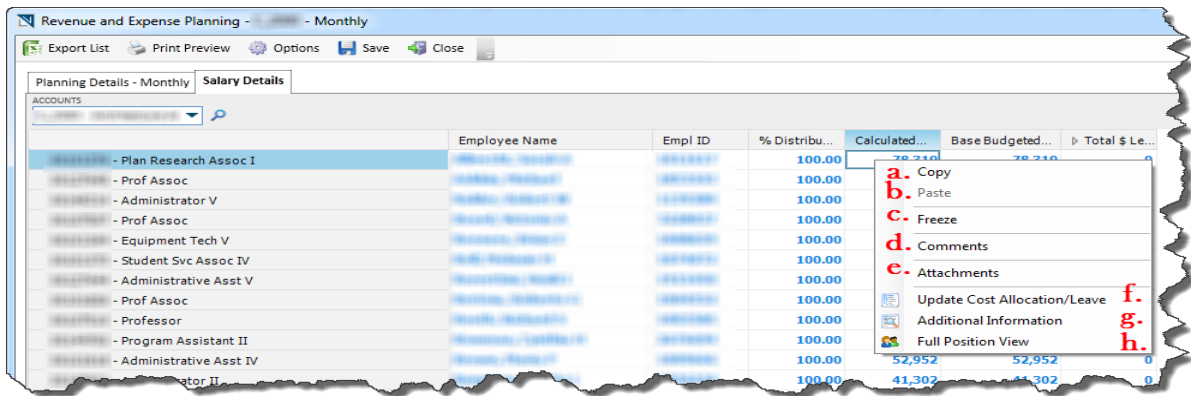




**5. Expandable Leave Columns:** By default, the Total Leave column is collapsed. Clicking on the triangle icon ( ▶ ) will reveal two additional expandable columns: Leave Adjustments Amt and Total Sabbatical Amt. Clicking on the triangle icon ( ▶ ) again for either or both of these columns, will reveal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

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

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



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



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

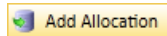
## Update Cost Allocation/Leaves

Update Cost Allocation/Leave: Update Cost Allocation/Leave

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

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

### i. Add Allocation:



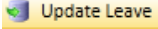
Click to add additional allocations to this position.

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

	% Distribution	Calculated Salary	% Adjustment	Base Budgeted Sal...	Total % Le.	Total \$ Le.	Notes
A02 - ARCH DEANS OFC SALARIES WAGES	100	51,562	0	51,562	0	0	
A01 - ARCH DEANS OFC SALARIES WAGES	40	20,625	0	20,625	0	0	
All_Accounts - Total	140	72,187	0	72,187	0	0	

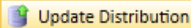


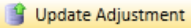



ii. Update Leave:  Clicking this button brings up the leave calculation worksheet. The different types of leaves you can plan are as follows:


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

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

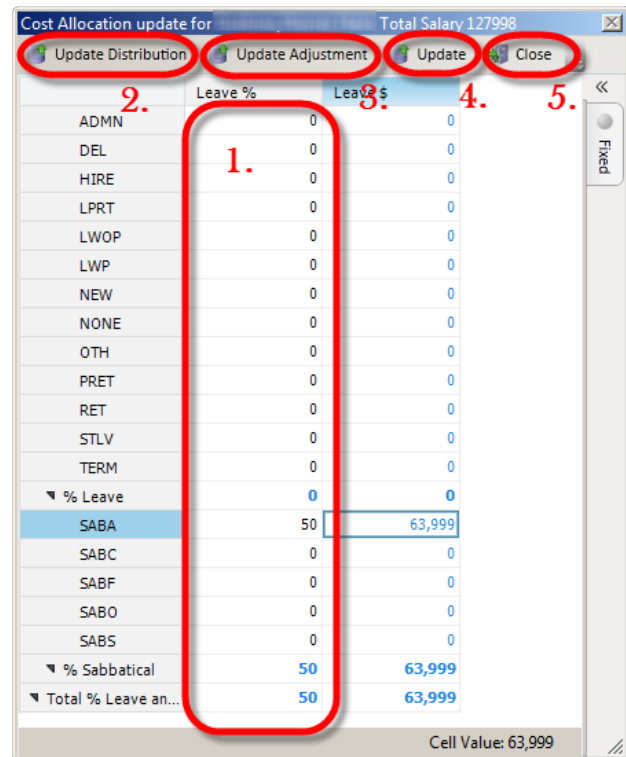
2. Click the Update Distribution  button if you want the percentage entered in the worksheet to reduce the % Distribution amount in the Cost Allocation window. You'll choose this option if part of the position's salary is funded from an account outside of your security, or if planning for an Endowed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

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

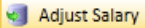
4. Click the Update  button, if you do not want the values in the work sheet to affect either the % Distribution or % Adjustment values. This will update the Leave \$ amounts in the Cost Allocation window, but will not make any adjustments to the salary. The values will be displayed in the expandable/collapsible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

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

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






iii. Adjust Salary: 

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

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

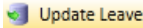
iv. Cancel:  To close window and cancel any changes, press Cancel.

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

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

vi. Budgeting Related Columns:

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

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

1. Total % Leave (Expandable/Collapsible)

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

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

2. Total \$ Leave (Expandable/Collapsible)

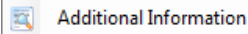
	\$ Leave	SABA	SABC
A01Y200 - Meier, Richard Professorship	5000	0	25,600
A024150 - ARCH SALARIES WAGES	5000	0	38,400
All_Accounts - Total	5000	0	63,999

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



**Additional Information:**



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

**Position Review**

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**Information**

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

**Full Position View:**



*The most complete information LBP has on a position.*

**Position Review**

---

**Information**

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



## Position Review View

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

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

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

Here is the resulting Position Review, with column explanation:

Employee Name	Flag	Empl ID	Job FTE	Calculated Sal...	Budgeted Salary@C_2000	CU Plan FTE	Budget Plan	Notes
- Administrative Asst V	C	111111	0.98	58,017	58,017	0.98	57,574	
- Program Assistant II	C	111111	0.98	51,562	51,562	0.98	51,168	
- Prof Assoc	C	111111	0.50	56,363	56,363	0.50	56,363	
- Professor	C	111111	1.00	136,584	136,584	1.00	136,584	
- Dept Chairperson	C	111111	0.00	12,500	12,500	0.00	12,500	
- Prof Asst	C	111111	1.00	83,640	83,640	1.00	83,640	

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

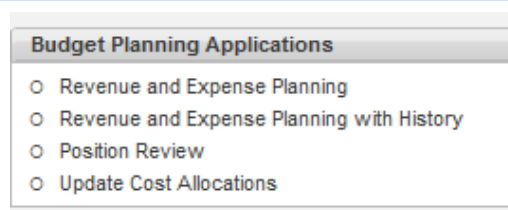


COLUMN #	FIELD NAME	DESCRIPTION/FUNCTION/NOTES
7	Calculated Salary	A value that is calculated upon budget initialization. For exempt, this is the annual salary that comes from Workday. For non-exempt, this is the hourly rate * standard work hours per week from Workday / 5 days per week * number of work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



## Cost Allocation Application

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



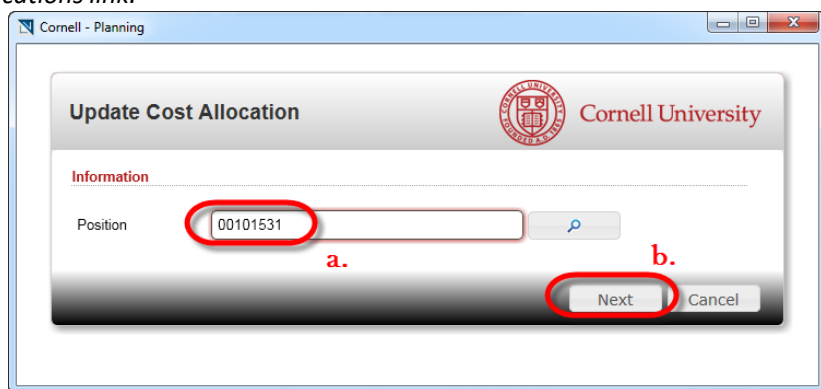
- Security to both accounts – you may update the cost allocations.
- Security to both accounts resides within your College level access – College level User may update the cost allocations.
- Security resides at the University level, as in the example of Endowed Sabbatics, an e-mail request to [ubo-help@cornell.edu](mailto:ubo-help@cornell.edu)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

1. Click on the Update Cost Allocations link.

2. Fill in the Update Cost Allocation window:

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

- b. Click Next to continue.



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

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

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




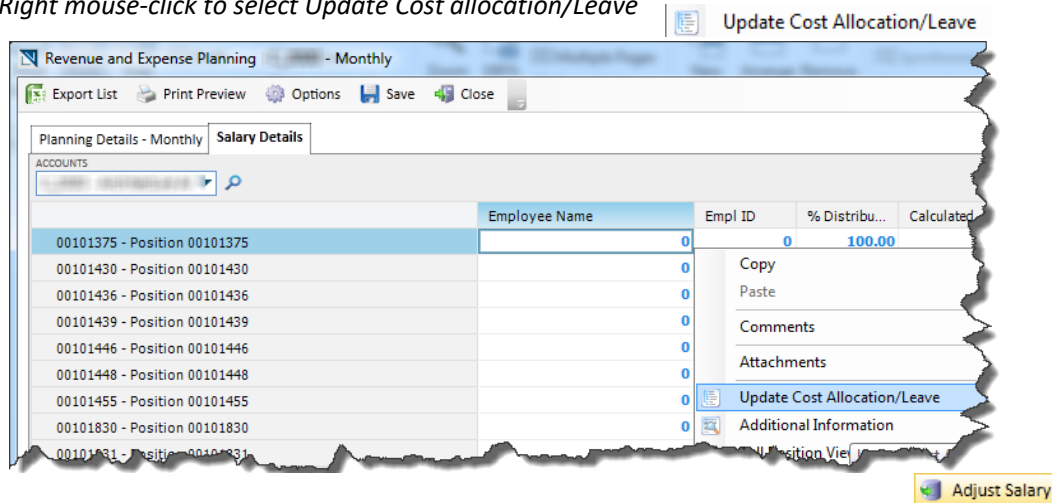
## Scenarios

### #1. Budget for a Vacant Position

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

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

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



Revenue and Expense Planning - Monthly

Export List Print Preview Options Save Close

Planning Details - Monthly Salary Details

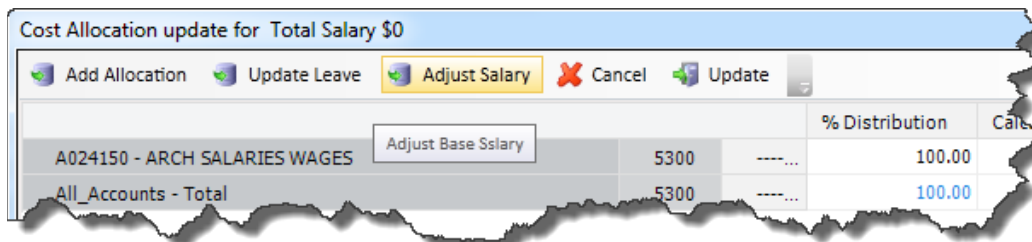
ACCOUNTS

ACCOUNTS	Employee Name	Empl ID	% Distribu...	Calculated
00101375 - Position 00101375		0	0	100.00
00101430 - Position 00101430		0	0	
00101436 - Position 00101436		0	0	
00101439 - Position 00101439		0	0	
00101446 - Position 00101446		0	0	
00101448 - Position 00101448		0	0	
00101455 - Position 00101455		0	0	
00101830 - Position 00101830		0	0	
00101831 - Position 00101831		0	0	

Update Cost Allocation/Leave

Adjust Salary

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

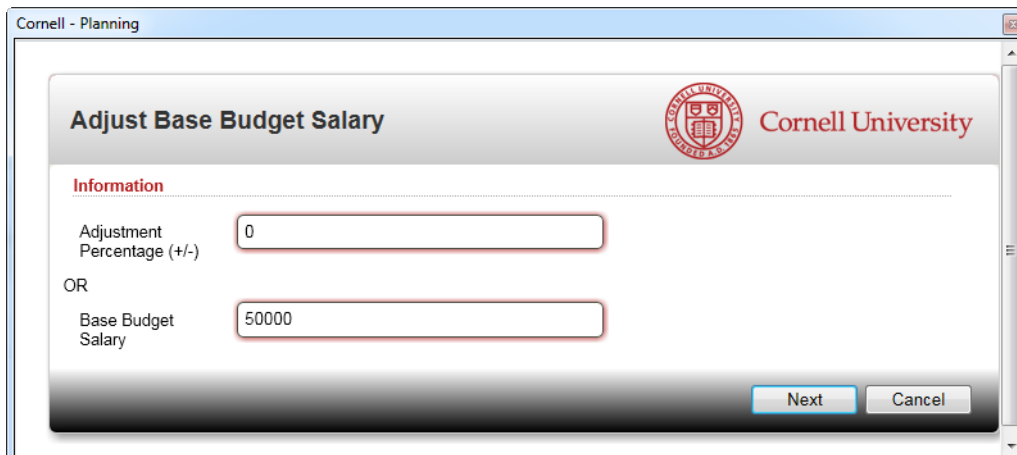


Cost Allocation update for Total Salary \$0

Add Allocation Update Leave Adjust Salary Cancel Update

ACCOUNTS	Adjust Base Salary	Empl ID	% Distribution	Calculated
A024150 - ARCH SALARIES WAGES	5300	----	100.00	
All Accounts - Total	5300	----	100.00	

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



Cornell - Planning

Adjust Base Budget Salary

Information

Adjustment Percentage (+/-)

OR

Base Budget Salary

Next Cancel



Click the **Add Allocation** button

Cost Allocation update for Total Salary \$0

Add Allocation Update Leave Adjust Salary Cancel Update

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

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

Click the **Update** button

Cost Allocation update for Total Salary \$0

Add Allocation Update Leave Adjust Salary Cancel Update

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

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

Revenue and Expense Planning - C\_2000 - Monthly

Export List Print Preview Options Save Close

Planning Details - Monthly **Salary Details**

ACCOUNTS  
C\_2000 - Architecture Ar

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

Comments

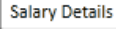
Comment Remove

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



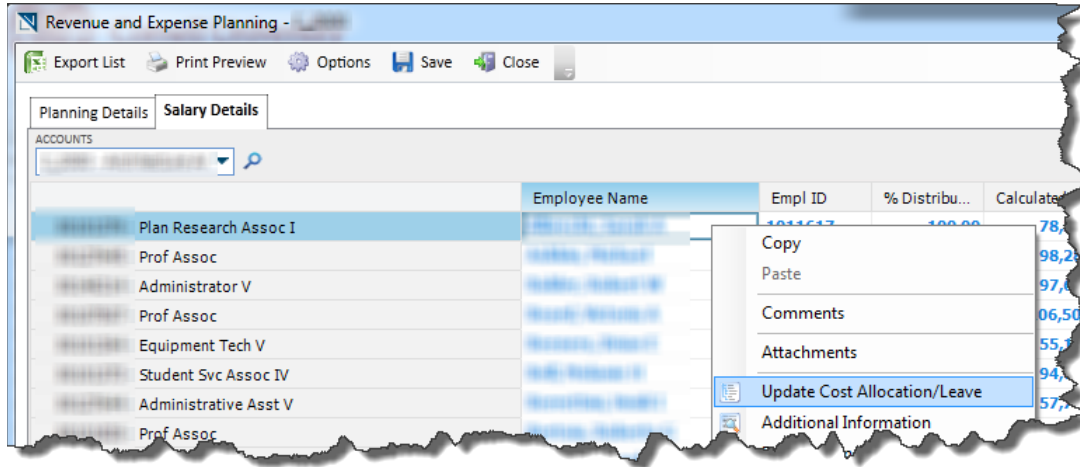



## #2. Budget for a One Semester Sabbatic Leave:

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

Select the faculty member going on a semester sabbatic.

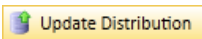
Right-Click on the name of the faculty member, and select Update Cost Allocation/Leave.  Update Cost Allocation/Leave



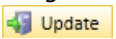
Click on Update Leave 

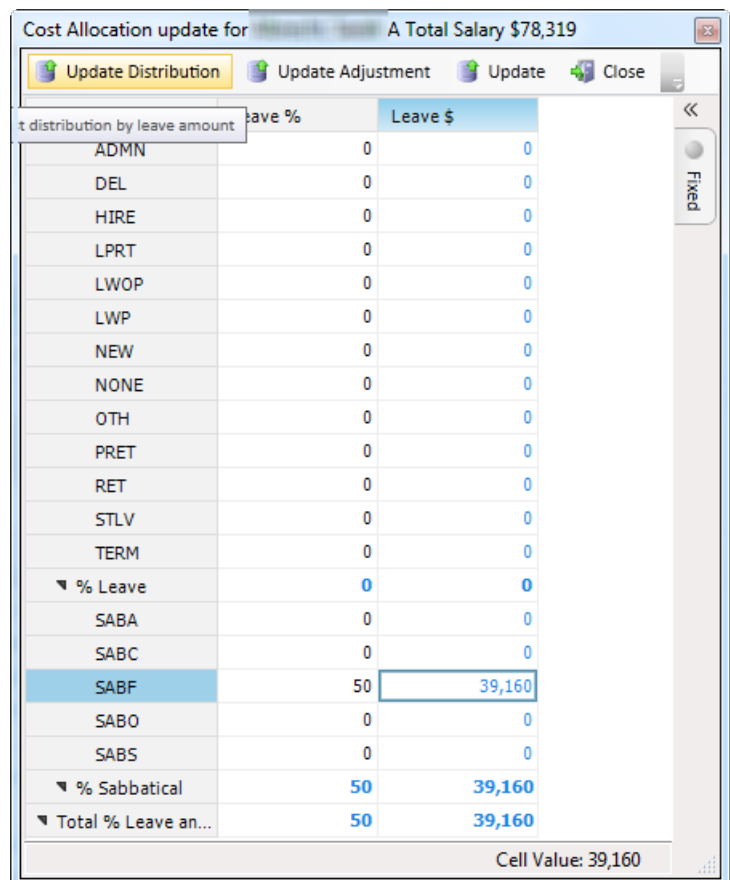
Type desired percentage (typically 50%) in the cell next to the appropriate code for sabbatic leave being planned (in this example, probably either SABF or SABS).

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

Click the Update Distribution  button.

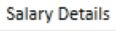
Review Base Budget Amount.

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






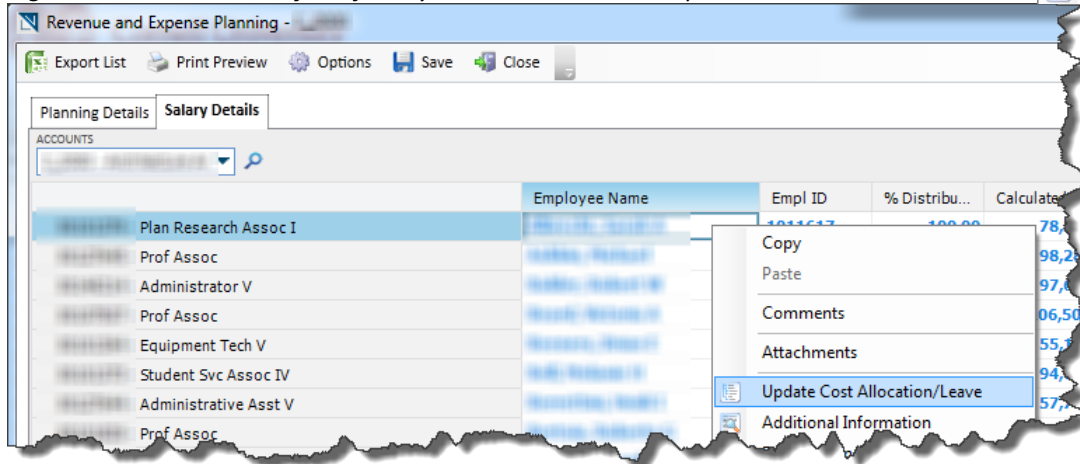
### #3. Budget for a Full Year Sabbatic Leave

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

Select the faculty member going on sabbatic.

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

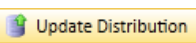
 Update Cost Allocation/Leave




Click on **Update Leave**. 


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

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

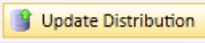
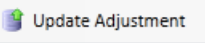


Click the **Update Distribution**  button.

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

Review **Base Budget Amount**.

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

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


   

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

Cell Value: 78,319




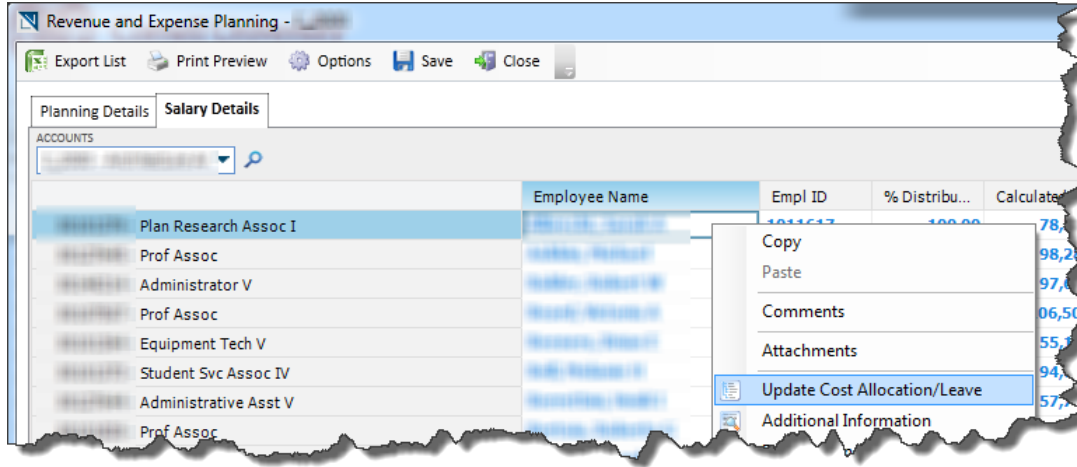
#### #4. Budget for a Study Leave:


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

Select the faculty member taking a study leave.


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

 Update Cost Allocation/Leave




Click on Update Leave. 

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

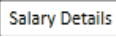
Click Update button  to save your information back to the Cost Allocation window and close this leave worksheet window.

Review Base Budget Amount.

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



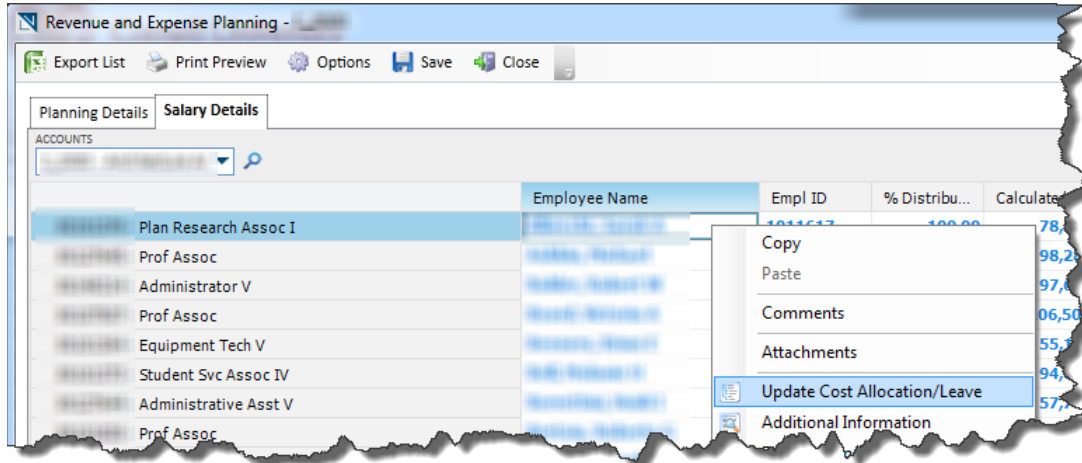
### #5. Budget for Leave With Pay (LWP) at 50% salary:

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

Select the faculty member taking a Leave With Pay.

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


 Update Cost Allocation/Leave




Click on **Update Leave**.

 Update Leave

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

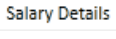
Click **Update Adjustment**  to save your information back to the Cost Allocation window and close this leave worksheet window.

Review **Base Budget Amount**.

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




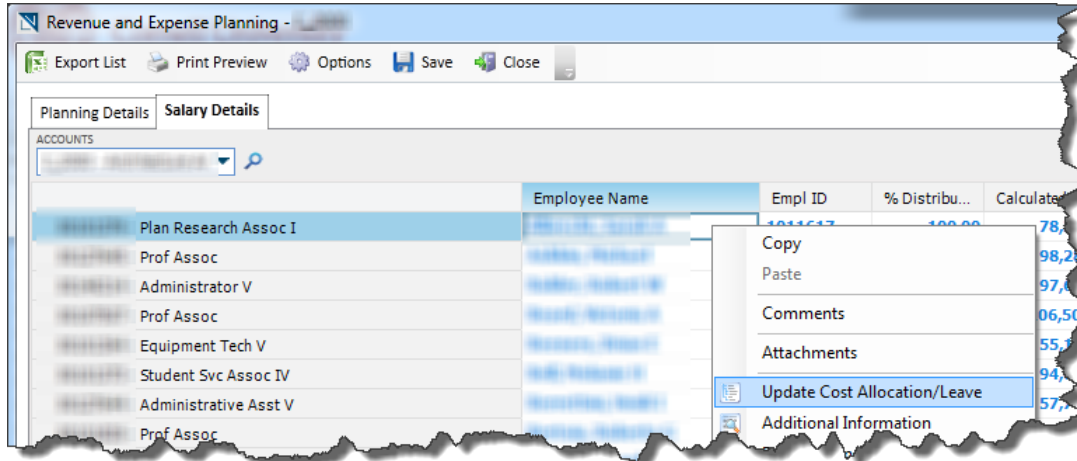
## #6. Budget for Phased Retirement (PRET):


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

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


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

 Update Cost Allocation/Leave



Click on **Update Leave**.  Update Leave

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

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

Review **Base Budget Amount**.

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



# Reporting

## Longview Home Portal

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

### 1. Operating Report Templates

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

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

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



## Report Orientation

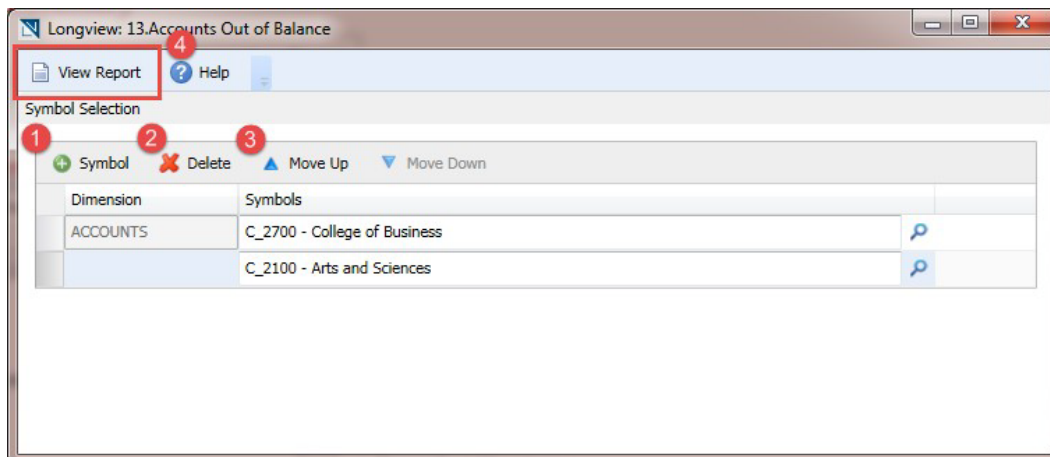
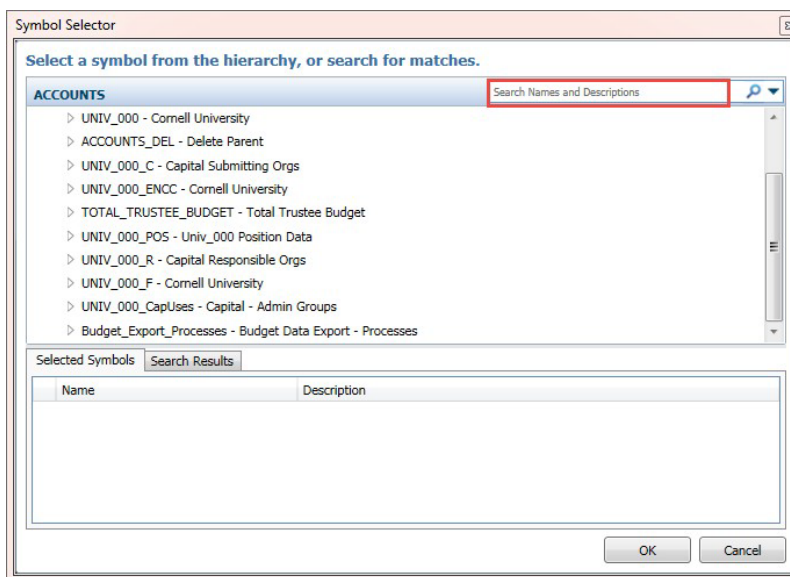
Selecting symbols for your report at the **Prompt** screen.

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



Use the magnifying glass to open the Symbol Selector window.

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



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





## Longview Analysis & Reporting Layout

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

Options allows you to apply conditional display.

	UNIV_000_CC - Total Contract	UNIV_000_EN - Total Endowed	UNIV_000_ENCC - Cornell University
TUFE_IN - Tuition and Fees	205,281,402	712,735,982	999,018,284
FEAP_IN - Federal Appropriations	19,049,910	34,950	19,304,960
SFFE_IN - State Appropriations	126,681,191	1,305,244	131,205,435
ICDR_IN - Cost Recoveries	34,350,041	48,183,655	82,832,636
SFCA_IN - Contracts & Grants	187,091,842	191,608,882	348,807,604
CTRC_IN - Contributions	33,760,321	100,616,403	134,284,724
IVRD_IN - Investment Distributions	40,796,408	223,036,619	263,833,028
BSVC_IN - Educational Activities And Other Sources	98,816,203	139,332,728	208,147,981
ESIR_IN - Interdepartmental Revenue	17,198,204	188,171,372	172,337,898
AUOL_IN - Enterprise Sales & Service	0	133,346,640	133,346,640
DBTS_IN - Debt Service	0	0	0
TRCP_IN - Transfers to/from Operations	1,191,053	35,483,558	36,674,609
TRNS_IN - Transfers	234,719,010	1,000,831,020	1,235,550,042
ADCR_IN - Admin Cost Redistribution	10,477,243	44,129,854	24,607,197
FBAL_IN - Net Assets	0	0	0
<b>REVENUE - Revenue</b>	<b>1,832,468,072</b>	<b>2,786,693,691</b>	<b>3,819,161,673</b>
TUFE_EX - Tuition and Fees	0	0	0
SFCA_EX - Contracts & Grants	27,693,842	40,184,982	67,878,705
OTRC_EX - Contributions	1,037,548	379,472	1,417,019
SWAGL_EX - Salary & Wages	232,205,724	477,180,378	709,447,102
SWFC_EX - Salary & Wages Faculty	102,481,744	185,370,651	287,852,695
BENE_EX - Benefits	28,458,697	209,249,255	235,699,652
CPTL_EX - Capital Expense	7,669,534	80,638,308	88,337,842
GENP_EX - General Expense	111,988,950	239,030,183	351,019,133

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

Orientation

Across: **ACCOUNTS**

Down: **OBJECTS**

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

Symbol Selection

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





## Budget Standard Report Template Descriptions

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

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

**Category Group Assigned:** Variance Reports.

**Opens at:** Prompt.

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

**Special Notes:** For best use of this Report, enter one or multiple C\_Level, D\_Level or Accounts from the UNIV\_000 Hierarchy that you are interested in.

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

\*1000 - Dollar Value  
 \*\*000,000 - Full Dollars  
 \*\*\* - Operating Fund  
 \*\*\*\*000 - Operating Fund  
 \*\*\*\*\* - Operating Fund  
 \*\*\*\*\* - Operating Fund



Report: 03.Variance Analysis by Object

Category Group Assigned: Variance Reports.

Opens at: Prompt.

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

**Special Notes:** When asked to enter account, use UNIV\_000 Hierarchy to select the C\_Level, D\_Level or Account that you are interested in.

UNIV_000 - Cornell University		VARIANCE ANALYSIS BY OBJECT											
Base Bud 2015		Trustee Budget 2015	Base Bud 2014	Trustee Budget 2014	Tot Mth FY14 Act	Tot Mth FY13 Act	Tot Mth FY12 Act	New Budget to New Trustee Budget	New Budget to Current Base Budget Variance	New Budget to Current Year Actual Variance	New Budget to Last Year Actual Variance	New Budget to Two Years Prior Actual Variance	
UNIV_000 - Cornell University	TUFE - Tuition and Fees	46,174,273	0	509,704,041	609,008,311	839,770,990	807,210,300	773,813,235	46,174,273	-823,529,768	-793,596,717	-701,036,093	-727,638,952
	SFPB - State Fed Appropriations	80,000	0	80,082,703	109,271,118	103,368,441	121,343,818	121,704,013	80,000	-80,002,703	-103,308,441	-121,283,818	-121,664,013
	IDCR - Indirect Cost Recovery	0	0	78,617,796	78,602,153	35,382,820	83,790,120	84,440,709	0	-78,617,796	-35,382,820	-83,790,120	-84,440,709
	SFCA - Govt Contracts Grants	0	0	504,009	149,716,709	87,232,002	205,057,043	211,517,461	0	-504,009	-87,232,002	-205,057,043	-211,517,461
	CTRC - Contributions Revenue	278,000	0	110,744,350	117,891,932	11,428,822	189,685,951	118,219,841	278,000	-110,466,350	-11,163,822	-188,810,951	-118,844,841
	FWRD - Investment Return Distributed	154,437,131	0	205,025,555	205,954,053	90,214,208	240,395,992	242,530,944	154,437,131	-111,588,424	-64,222,323	-81,995,861	-88,050,813
	SSVC - Sales and Services	18,894,900	0	127,103,134	131,707,429	64,602,419	127,143,194	129,100,210	18,894,900	-108,208,180	-45,707,453	-103,248,223	-110,205,244
	SSIN - Internal Sales and Services	2,148,659	0	132,091,987	133,189,382	89,203,845	85,768,824	79,812,117	2,148,659	-129,943,428	-87,596,281	-83,617,266	-79,483,586
	TRIN - Transfers In	9,694,194	0	698,992,878	699,440,850	215,812,940	489,001,055	611,668,653	9,694,194	-691,428,211	-220,291,145	-492,439,810	-605,122,458
	REVENUE - Revenue	227,554,323	0	2,674,866,310	2,651,794,797	1,546,546,492	2,334,793,292	2,369,626,373	227,554,323	-2,444,311,987	-1,319,292,158	-2,194,238,968	-2,142,071,049
	SWAG - Salary & Wages	602,095,945	0	580,053,094	639,997,829	283,244,519	625,345,818	603,874,800	602,095,945	82,042,201	379,451,420	37,350,127	58,821,089
	BENE - Benefits	189,812,696	0	144,398,279	169,934,826	26,280,973	69,774,857	72,708,868	189,812,696	16,414,317	134,631,623	94,037,740	87,103,630
	CPFL - Capital	1,657,300	0	34,399,393	38,930,717	17,242,450	16,665,978	-40,824,665	1,657,300	-32,912,043	-16,066,190	-20,099,628	-20,267,216
	OECP - General Expense	13,064,031	0	285,543,856	309,039,101	182,894,177	311,250,690	337,844,200	13,064,031	-281,839,825	-109,210,140	-297,500,659	-324,200,235
	UTRT - Utilities, Rent & Taxes	823,995	0	87,468,474	87,841,908	22,636,272	46,378,811	43,328,404	823,995	-86,634,479	-21,712,277	-48,581,816	-42,802,409
	IDCE - Indirect Cost Expense	0	0	395,160	23,100,656	20,410,466	45,378,495	48,327,696	0	-395,160	-20,410,466	-45,378,495	-48,327,696
	PAID - Pool Financial Aid	0	0	-11,106,999	-11,106,999	-11,106,999	0	0	0	11,106,999	11,106,999	0	0
	SCHO - Student Aid Expense	2,609,488	0	319,363,616	328,491,810	168,245,125	338,404,993	322,182,331	2,609,488	-316,884,588	-163,736,666	-336,886,656	-319,842,875
	LCNB - Loan Fund Transaction	2,305,598	0	1,250,895,927	1,255,116,207	418,587,988	805,547,532	943,391,938	2,305,598	-1,248,530,329	-410,222,330	-803,181,934	-941,020,340
	TROT - Transfers Out	0	0	0	0	0	0	0	0	0	0	0	4,475
	EXPENSE - Expense	843,448,973	0	2,671,911,310	2,659,893,714	1,125,282,371	2,334,734,173	2,412,646,660	843,448,973	-1,828,462,337	-281,833,397	-1,491,286,200	-1,669,097,676
	<b>TOTAL - Net From Operations</b>	<b>-615,894,650</b>	<b>0</b>	<b>-45,000</b>	<b>2,088,083</b>	<b>421,564,111</b>	<b>-2,940,882</b>	<b>-42,924,277</b>	<b>-615,894,650</b>	<b>-615,849,650</b>	<b>-1,037,458,761</b>	<b>-612,953,768</b>	<b>-572,973,373</b>



Report: 03A.Variance Analysis by Sub-Object

Category Group Assigned: Variance Reports.

Opens at: Prompt.

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

**Special Notes:** For best use of this Report, enter one or multiple C\_Level, D\_Level or Accounts from the UNIV\_000 Hierarchy that you are interested in.

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





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

**Category Group Assigned:** Revenue and Expense Reports.

**Opens at:** Prompt.

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

**Special Notes:** For best use of this Report, enter one or multiple C\_Level, D\_Level or Accounts from the UNIV\_000 Hierarchy that you are interested in.

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

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

**Category Group Assigned:** Revenue and Expense Reports.

**Opens at:** Prompt.

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

**Special Notes:** For best use of this Report, enter one or multiple C\_Level, D\_Level or Accounts from the UNIV\_000 Hierarchy that you are interested in.

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

**Category Group Assigned:** Endowed & Contract Reporting.

**Opens at:** Maximum.

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

**Special Notes:** Automatically provides the highest C\_Level, D\_Level or Accounts from the UNIV\_000\_CC Hierarchy that you have access to.



Report: 15.Endowed - Variance Analysis by Object

Category Group Assigned: Endowed & Contract Reporting.

Opens at: User Maximum Security Level.

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

**Special Notes:** Automatically provides the highest C\_Level, D\_Level or Accounts from the UNIV\_000\_EN Hierarchy that you have access to.

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

Category Group Assigned: Endowed & Contract Reporting.

Opens at: User Maximum Security Level.

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

**Special Notes:** Automatically provides the highest C\_Level, D\_Level or Accounts from the UNIV\_000\_ENCC Hierarchy that you have access to.



UNIV\_000\_ENCC - Cornell University  
Endowed vs. Contract - Current Year Base  
Budget  
(Base Bud 2019)

	UNIV_000_CC - Total Contract	UNIV_000_EN - Total Endowed	UNIV_000_ENCC - Total Cornell University
TUFE_IN - Tuition and Fees	522,512,744	788,307,850	1,110,820,594
FEAP_IN - Federal Appropriations	0	0	0
STFE_IN - State Appropriations	125,578,700	1,352,373	126,931,073
IDCR_IN - Cost Recoveries	30,334,337	48,124,800	84,459,137
SFCA_IN - Contracts & Grants	192,000	488,228	680,228
CTRC_EX - Contributions	37,389,495	113,348,003	150,737,498
IVRD_IN - Investment Distributions	40,050,709	204,468,054	244,518,763
SSVC_IN - Educational Activities And Other Sources	72,941,720	186,077,010	258,018,730
SSN_IN - Interdepartmental Revenue	21,074,982	156,390,428	177,465,410
AJLN_IN - Enterprise Sales & Service	0	141,917,290	141,917,290
DBTS_IN - Debt Service	0	0	0
TROP_IN - Transfers to/from Operations	3,398,489	18,773,043	22,169,532
TRNS_IN - Transfers	263,566,304	1,121,914,605	1,385,480,909
ADCR_IN - Admin Cost Redistribution	9,449,834	49,082,743	58,532,577
FBAL_IN - Net Assets	0	0	0
<b>REVENUE - Revenue</b>	<b>933,017,364</b>	<b>2,802,242,575</b>	<b>3,735,259,939</b>
TUFE_EX - Tuition and Fees	0	0	0
SFCA_EX - Contracts & Grants	28,400	0	28,400
CTRC_EX - Contributions	323,091	485,253	808,344
SWAG_EX - Salary & Wages	183,064,314	441,728,656	624,792,970
SWFC_EX - Salary & Wages Faculty	103,767,372	156,607,207	260,374,579
BENE_EX - Benefits	6,503,484	203,175,396	212,678,880
CPT_EX - Capital Expense	8,708,587	36,442,120	45,150,707
GENP_EX - General Expense	73,963,591	159,979,289	233,942,880
UTRT_EX - Utilities & Taxes	19,462,433	67,354,833	86,817,266
PSVC_EX - Purchased Services	29,455,911	126,418,290	155,874,201
REMN_EX - Repair & Maintenance	11,812,971	50,811,290	62,624,261
INTP_EX - Indirect Expense	0	158,874	158,874
SCHO_EX - Financial Aid	30,507,250	376,481,118	406,988,378
DBTS_EX - Debt Service	3,814,418	83,878,027	87,692,445
TROP_EX - Transfers to/from Operations	9,487,994	102,690,348	112,178,342
TRNS_EX - Transfers	198,021,148	1,191,625,122	1,389,646,270
ADCR_EX - Admin Cost Redistribution	245,199,329	-188,373,402	56,825,927
FBAL_EX - Net Assets	0	0	0
<b>EXPENSE - Expense</b>	<b>933,017,364</b>	<b>2,802,242,575</b>	<b>3,735,259,939</b>
<b>TOTAL - Net From Operations</b>	<b>0</b>	<b>0</b>	<b>0</b>





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

**Category Group Assigned:** Endowed & Contract Reporting.

**Opens at:** Maximum.

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

**Special Notes:** Automatically provides the highest C\_Level, D\_Level or Accounts from the UNIV\_000\_ENCC Hierarchy that you have access to.

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

**Category Group Assigned:** Endowed & Contract Reporting.

**Opens at:** Maximum.

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

**Special Notes:** Automatically provides the highest C\_Level, D\_Level or Accounts from the UNIV\_000\_ENCC Hierarchy that you have access to.

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

**Category Group Assigned:** Endowed & Contract Reporting.

**Opens at:** Maximum.

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

**Special Notes:** Automatically provides the highest C\_Level, D\_Level or Accounts from the UNIV\_000\_ENCC Hierarchy that you have access to.

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

**Category Group Assigned:** May Book Templates.

**Opens at:** Maximum.

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

**Special Notes:** Automatically provides the highest C\_Level, D\_Level or Accounts from the TB\_TOTAL\_ITHACA\_CAMPUS Hierarchy that you have access to.





Report: 12A.May Book - Current Trustee Budget

Category Group Assigned: May Book Templates.

Opens at: Maximum.

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

Special Notes: Automatically provides the highest C\_Level, D\_Level or Accounts from the TB\_TOTAL\_ITHACA\_CAMPUS Hierarchy that you have access to.

Cornell University Division of Budget and Planning		Total Ithaca Campus May Book Format - Next Budget Amount Trustee Budget 2019						Cornell University Division of Budget and Planning	
	Central Provost Budget	Pooled IIG Tuition & Financial Aid	Agriculture & Life Sciences	Architecture, Art & Planning	Arts & Sciences	Engineering	Computing Information Sciences	Human Ecology	
TUFE_IN - Tuition and Fees	9,142,880	0	14,265,154	33,277,567	293,511,626	176,493,249	46,915,465	953	
FEDAP_IN - Federal Appropriations	0	0	11,772,043	0	30,300	0	0	0	
STYFE_IN - State Appropriations	0	0	89,069,446	90,000	900,000	0	0	0	
EDCR_IN - Cost Resources	616,500	0	21,948,249	19,500	9,250,000	18,762,271	4,344,708	0	
SFCA_IN - Contracts & Grants	0	2,738,040	63,232,846	0	27,716,288	77,282,354	12,163,789	180	
CTRC_IN - Contributions	5,015,000	3,600,804	41,822,670	1,334,000	12,101,672	3,366,811	3,177,284	0	
INRD_IN - Investment Distributions	99,026,062	21,688,081	16,844,140	3,387,373	28,108,806	30,787,024	280,783	0	
ESRD_IN - Educational Activities and Other Sources	16,426,000	0	69,320,741	1,180,100	2,617,227	464,280	184,162	0	
ESRI_IN - Interdepartmental Revenue	0	0	5,914,122	185,100	957,348	156,719	1,101,478	0	
ASUR_IN - Enterprise Status & Services	0	0	0	0	0	0	0	0	
TRSP_IN - Transfers Infrom Operations	-325,310,044	234,284,181	106,164,598	27,861,833	463,243,370	83,890,816	41,253,472	0	
ADCR_IN - Adverse Cost Redistribution	0	0	0	0	0	0	0	0	
REVENUE - Revenue	-236,169,326	262,611,236	504,482,639	67,116,123	956,293,177	376,262,528	112,625,262	1,267	
SFCA_EX - Contracts & Grants	0	0	67,442,212	0	0	10,760,850	4,204,108	0	
CTRC_EX - Contributions	0	0	1,859,547	32,283	0	140,874	79,338	0	
INRD_EX - Salary & Wages	0	0	159,329,982	6,146,424	61,412,059	45,121,121	12,948,010	28	
STYFE_EX - Salary & Wages Faculty	0	0	43,917,458	5,737,878	68,926,950	33,846,790	16,106,743	16	
EDCR_EX - Benefits	0	0	10,827,898	3,991,904	38,928,835	20,947,712	5,799,662	0	
STYFE_EX - Capital Expenses	0	0	3,369,766	0	4,313,709	0	160,000	0	
DECP_EX - General Expenses	0	0	31,727,999	4,686,022	16,842,169	17,238,271	3,283,428	0	
UTFE_EX - Utilities & Taxes	0	0	11,025,921	690,863	4,786,326	6,718,851	238,402	0	
STYFE_EX - Purchased Services	0	0	47,436,663	1,960,003	6,872,848	13,213,719	2,176,780	0	
REPAR_EX - Repair & Maintenance	0	0	2,840,893	382,181	986,231	899,022	45,280	0	
INRD_EX - Interest Expenses	0	0	0	0	0	0	0	0	
SCHD_EX - Financial Aid	0	248,808,214	17,540,638	4,449,594	30,278,131	28,437,716	6,606,631	0	
STYFE_EX - Cash Service	0	0	1,245,000	1,796,830	8,151,968	5,260,871	0	0	
TRSP_EX - Transfers Infrom Operations	0	0	6,454,604	0	2,741,719	18,880,006	8,719,000	0	
TRSP_EX - Transfers	322,403,434	233,770,715	79,829,749	18,008,271	411,486,071	50,448,899	30,843,729	0	
ADCR_EX - Adverse Cost Redistribution	-486,982,780	219,995,893	126,175,264	18,038,843	189,585,274	100,679,832	26,882,816	0	
EXPENSE - Expense	-236,169,326	262,611,236	504,482,639	67,116,123	956,293,177	376,262,528	112,625,262	1,267	
TOTAL - Net From Operations	0	0	0	0	0	0	0	0	

Report: 12B.May Book - New Base Budget

Category Group Assigned: May Book Templates.

Opens at: Maximum.

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

Special Notes: Automatically provides the highest C\_Level, D\_Level or Accounts from the TB\_TOTAL\_ITHACA\_CAMPUS Hierarchy that you have access to.

Report: 09.Trustee Budget Format - New Budget

Category Group Assigned: Trustee Budget Format Standard Reports.

Opens at: Prompt.

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

Special Notes: For best use of this Report, enter one or multiple C\_Level, D\_Level or Accounts from the UNIV\_000 Hierarchy that you are interested in.



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

Category Group Assigned: Trustee Budget Format Standard Reports.

Opens at: Prompt.

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

Special Notes: For best use of this Report, enter one or multiple C\_Level, D\_Level or Accounts from the UNIV\_000 Hierarchy that you are interested in.

Report: 10.Trustee Budget Format - New Trustee Budget

Category Group Assigned: Trustee Budget Format Standard Reports.

Opens at: Prompt.

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

Special Notes: For best use of this Report, enter one or multiple C\_Level, D\_Level or Accounts from the UNIV\_000 Hierarchy that you are interested in.

Report: 11.Trustee Budget Format - Current Trustee Budget

Category Group Assigned: Trustee Budget Format Standard Reports.

Opens at: Prompt.

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

Special Notes: For best use of this Report, enter one or multiple C\_Level, D\_Level or Accounts from the UNIV\_000 Hierarchy that you are interested in.

Cornell University Division of Budget and Planning		P_0001 - Ithaca Campus Trustee Budget Format - Current Trustee Budget Amount (Trustee Budget 2019)										Cornell University Division of Budget and Planning	
	AP_ARPFD - Federal Appropriations	AP_APSTAT - State	CG_CGFED - Federal	CG_CGFBT - Sponsored Gifts	CG_CGNSOW - Non-governmental	CG_CGNYSL - New York State Local	CG_CGNYST - New York State	CG_CGOTGV - Other Government	CG_CGPRSA - Pre- Award	CG_CGPRPG - Pre- Program Income			
P_0001 - Ithaca Campus													
TURF_EX - Tuition and Fees		0	0	0	0	0	0	0	0	0	0	0	
FEAP_EX - Federal Appropriations	17,697,270	0	0	0	0	0	0	0	0	0	0	0	
STAE_EX - State Appropriations	0	129,803,898	0	0	0	0	0	0	0	0	0	0	
ICOR_EX - Cost Recoveries	0	0	0	0	0	0	0	0	0	0	0	0	
SPCA_EX - Grants & Contracts	0	0	249,462,798	6,492,365	64,179,823	5,969,272	38,981,812	2,466,702	11,862,268	0	0	0	
CTRC_EX - Contributions	0	0	0	3,024,419	16,568,614	772,619	2,728,227	63,764	0	0	0	0	
INPD_EX - Investment Operations	0	0	0	0	0	0	0	0	0	0	0	0	
SEVC_EX - Educational Activities And Other Services	0	0	1,638,000	0	0	0	0	0	0	0	0	290,000	
SEPL_EX - International Personnel	0	0	1,000,000	0	0	0	0	0	0	0	0	1,000,000	
ALUN_EX - Scholarship Stipend & Services	0	0	0	0	0	0	0	0	0	0	0	0	
TRSP_EX - Transportation Operations	0	0	0	0	0	0	0	0	0	0	0	0	
TRNS_EX - Transfers	244,858	0	1,043,160	0	648,626	0	1,877,328	0	0	0	0	0	
ADCR_EX - Admin Cost Redistribution	0	0	0	0	0	0	0	0	0	0	0	0	
<b>SEVERISE - Severance</b>	<b>16,951,674</b>	<b>129,803,898</b>	<b>248,222,322</b>	<b>13,743,426</b>	<b>71,938,746</b>	<b>4,411,219</b>	<b>37,789,244</b>	<b>2,522,466</b>	<b>11,862,268</b>	<b>0</b>	<b>0</b>	<b>2,376,739</b>	
SPCA_EX - Grants & Contracts	0	0	59,321,208	731,660	11,160,724	787,668	4,876,326	840,771	1,447,636	0	0	14,780	
CTRC_EX - Contributions	0	0	121,178	132,042	1,907,092	60,846	184,812	0	0	0	0	0	
INPD_EX - Salary & Wages	15,170,247	28,818,012	71,770,162	4,908,366	15,824,940	1,886,624	10,174,375	807,817	7,246,858	0	0	676,712	
SEPL_EX - Salary & Program Faculty	162,355	62,622,290	11,729,264	906,121	1,734,214	22,760	486,201	0	0	0	0	2,812	
SEVA_EX - Benefits	66,520	0	22,896,144	2,615,669	7,363,162	344,742	2,118,012	279,878	628,953	0	0	327,817	
CPFL_EX - Capital Expenses	210,231	43,000	3,898,410	38,236	2,260,282	42,183	1,108,264	4,846	60,250	0	0	0	
GCSP_EX - General Expenses	1,620,359	14,876,384	26,161,176	1,028,668	5,265,617	802,072	3,161,218	367,122	1,280,873	0	0	321,418	
UTWT_EX - Utilities & Taxes	0	16,373,238	2,000,000	0	0	0	0	0	0	0	0	0	
PRPC_EX - Purchased Services	691,828	16,100	29,842,670	3,268,274	28,310,610	465	1,268,361	10,238,766	446,086	686,238	0	0	
REMAN_EX - Repair & Maintenance	20,141	1,244,889	376,442	20,673	46,867	23,176	40,816	16,467	3,060	0	0	628,427	
INPD_EX - Interest Expenses	0	0	0	0	0	0	0	0	0	0	0	0	
SOCH_EX - Financial Aid	60,466	1,210,883	16,346,721	448,346	836,028	126,712	624,742	24,820	0	0	0	0	
SEPL_EX - Other Services	0	0	0	0	0	0	0	0	0	0	0	0	
TRSP_EX - Transportation Operations	0	0	0	0	31,666	0	51,771	0	0	0	0	0	
TRNS_EX - Transfers	0	0	735,367	0	23,750	0	0	0	0	0	0	0	
ADCR_EX - Admin Cost Redistribution	0	4,003,868	0	0	0	0	0	0	0	0	0	0	
<b>EXPENSE - Expenses</b>	<b>16,951,674</b>	<b>129,803,898</b>	<b>248,222,322</b>	<b>13,743,426</b>	<b>71,938,746</b>	<b>4,411,219</b>	<b>37,789,244</b>	<b>2,522,466</b>	<b>11,862,268</b>	<b>0</b>	<b>0</b>	<b>2,376,739</b>	
<b>TOTAL - Net From Operations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



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## 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

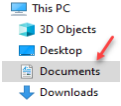
**Opens at:** Prompt.

**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.

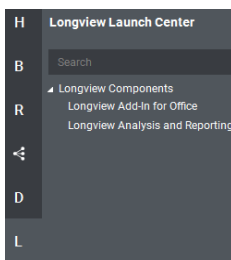
**Purpose:** To display a standard list of all Accounts within selection that is planned at the Line Item level. Report will contain Object, Sub-Object, Fund, Account Type and Line Item Comments.

**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.

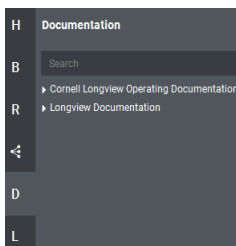
### 3. Longview Add-in for Office

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

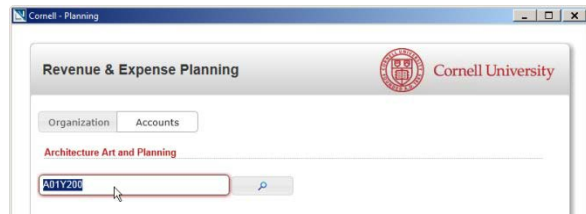
### Revenue and Expense Planning

#### Org/Account Selector

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

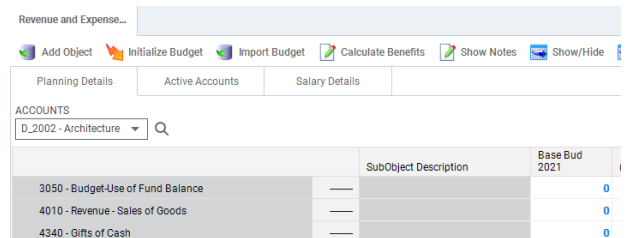
If you want to load the planning grid quickly, choose an account or sub-account. If you want greater flexibility during your planning session, and need to move between accounts quickly, choose the lowest level organization that has all the accounts you want to plan. If you intend on planning several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

