Longview Budget Management Tool Quick Reference Guide

How to perform essential tasks in Longview BMT

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Version 8.3
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Longview Budget Management Tool (BMT) Basics

Longview BMT 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 that you use Microsoft Internet Explorer (IE) version 11.

Accessing Longview BMT

Launching your web browser and accessing the Longview BMT system.

1. Open your MS Internet Explorer browser and navigate to the following URL: https://cornell.lvcloud.com/cornellprd (for the production environment) or https://cornell.lvcloud.com/cornelltrn (for the training environment).
2. When the CUWebLogin window appears, use your net id and password and hit Login. The Longview7 sign-in window will follow, choose “Single Sign-On (Web)” as the authentication type- this should be the only option.
3. Choose the desired group you want to log in to and hit Sign On. Typically, this will be “CLevUser – C Level User” or “DLevUser – D Level User”, depending on your access privileges.

NOTE: You may see a security window pop up, warning you that if you close it, it will terminate your session. Please just minimize this window and continue on.

Longview BMT Portal

After successfully authenticating with Longview, you’ll be presented with the Longview BMT Portal that’s been customized for your level of access. Actions you can take from the portal include:

1. User profile,References, Help, About and signoff Longview BMT.
2. Access any standard reports that have been made available to you.
3. Launch any applications for budget, salary and position planning.
4. Launch any budget reporting applications.
5. Access guide documentation and import template instructions.
6. Longview for Excel-Budget Group Reports

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/Account 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. 20

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

**Organizational approach**  
(*The default approach*)

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

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

Once loaded, Longview BMT 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 Grid* 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, Longview BMT 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 Grid* for more information.
TIP: Performance of the Longview BMT 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, Longview BMT 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 hollow triangle icon (⃝) to the left of the organization.** This will expand the hierarchy one level, turning the icon black, and tipping it over (⃣). Continue to click the hollow 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 grey “-” 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 A023144, 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, Longview BMT 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 subobject codes that are not currently in the R&E Planning Grid. When you click on the Add Object button, you’ll be presented with the Add Object window.

   i. Type 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 subobject, if desired, from the drop down list. The subobject is optional and will only appear when there is a valid subobject associated with the object code selected.

   iv. Add the budget amount.

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

**New Accounts, Sub accounts, and Sub objects**

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

b. 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 overwrite 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 on the right hand side under Documentation. Note: Subaccounts can be added directly after your account number by using and underscore _XXXX. If you don’t want subobjects type 3 dashes “---” in place of the subobject. 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 Longview BMT encounters errors (specifically, A01Y200,6120,ZZZ is not a valid Account, Object, Subobject combination, and the last line has an account number this user does not have access to). In this example, Notepad is used, but any .csv file can be used, such as one generated by MS Excel.

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

   iv. In the list of errors window, notice the error messages tell you what is wrong, and on which lines in the import file errors occurred.
v. You can either correct the errors, and click the Validate button, 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.

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

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

Note the differences in the file format. The format for this file is `AccountNum, Object, Subobject, Note, AnnualAmount, Month1, Month2…Month12`. Note that Month1 is July and Month12 is June. Notes cannot have commas. Here’s an example:

```
AccountNum, Object, Subobject, Note, AnnualAmount, Month1, Month2…Month12
```

Notice the results. Using the Allocate to Months option, (explained below in para. 6.j., page 19), 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/subobject.
Show SubFunds
Displays subfunds totals within the account.

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

f. **Print Preview:**  As the name implies, preview your print out before sending to the printer.

![Options]
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 subobject codes.

![Save]
h. **Save:**  Commit your additions, deletions, and changes to the Longview BMT database. If you close the screen before saving, you will lose all of your work.

![Close]
i. **Close:**  This button closes the current grid and returns you to the Longview BMT Portal. If you have not previously saved your work, you’ll be prompted to do so.
2. **Organization/Account Selector Pulldown**: 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 (highlighted in yellow) 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 subobject), 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/Subobjects**: This section of the grid displays the objects and subobjects 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:

   - **Copy**: Copy the cell’s content.
   - **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 subfund groups+ GNAPPR/APSTAT and 4510 to be used in subfund 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 LV 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.

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, 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.

h. Subobject Description:
   Use this command to see more information about a subobject. You must first choose an object that has a subobject, otherwise this window will return a value of "None".
Monthly Allocations

Allocate to Months:

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

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

Right-Click menu displays Allocate Monthly

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

1. Monthly: if you use monthly budgeting, and you want to distribute the annual amount across the months of the fiscal year in a pattern that is not equally distributed, this option is the way to do it.

2. Actuals: If your actuals from last year contain values throughout the year, clicking this button will use last year’s actual spending pattern to determine the ratio for splitting up the value for the amount you provided in your planned amount.

3. Custom:

4. Export List: As the name implies, this will export the values in this grid.

5. Print Preview: Shows you what it would look like if you printed this grid.

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.

Here are key sections of the Active Accounts tab:

1. Filter by subfund: Use this to filter your active accounts by subfund by selecting the subfund 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 subfunds:
Revenue and Expense Planning (Salary Details Tab)

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

Here are the key sections of the Salary Details tab:

1. **Toolbar:**
   - **Export List:** Use this function to export the current grid to Microsoft Excel.
   - **Print Preview:** As the name implies, 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 subobject codes.
   - **Save:** Commit your additions, deletions, and changes to the Longview BMT 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 Longview BMT 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 hollow 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 hollow triangle icon (△) will reveal two additional expandable columns: Leave Adjustments Amt and Total Sabbatical Amt. Clicking on the hollow 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.

*Hint: 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:

![Grid Details](image-url)
<table>
<thead>
<tr>
<th>COLUMN #</th>
<th>FIELD NAME</th>
<th>DESCRIPTION/FUNCTION/NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Position-Description</td>
<td>Position number – Position Description</td>
</tr>
<tr>
<td>2</td>
<td>Employee Name</td>
<td>Sorted alphabetically by Last Name, First Name</td>
</tr>
<tr>
<td>3</td>
<td>Empl ID</td>
<td>Employee ID Number</td>
</tr>
<tr>
<td>4</td>
<td>% Distribution</td>
<td>Rollup of all the allocation percentages that the organization/account listed in the symbol selector is budgeting for that position.</td>
</tr>
<tr>
<td>5</td>
<td>Calculated Salary</td>
<td>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).</td>
</tr>
<tr>
<td>6</td>
<td>Base Budgeted Salary</td>
<td>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.</td>
</tr>
<tr>
<td>7</td>
<td>▶ Total Leave $</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Copy**: Copy the cell’s content.

**Paste**: Paste values from the clipboard into the 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**: See Adding Comments on page 12

**Attachments**: See Adding Attachments on page 13
Update Cost Allocation/Leaves

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

i. Add Allocation: 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 Subobject code (optional),
   4. Use the Symbol Selector if you need to search for the Subobject code.
   5. Enter the desired percentage for the account number in #1.
   6. Click Next. Repeat the steps if more allocations are desired. When all the accounts have been added and the cost allocation window returns, adjust the allocations to equal 100% and then click Close and click Yes when asked if you want to save changes.

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

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN</td>
<td>Administrative Leave</td>
<td>PRET</td>
<td>Phased Retirement</td>
</tr>
<tr>
<td>DEL</td>
<td>Delete/Inactivate Position</td>
<td>RET</td>
<td>Retirement*</td>
</tr>
<tr>
<td>HIRE</td>
<td>New Hire</td>
<td>STLV</td>
<td>Study Leave</td>
</tr>
<tr>
<td>LPRT</td>
<td>Partial Leave(eg. 80% time for AY)</td>
<td>TERM</td>
<td>Termination</td>
</tr>
<tr>
<td>LWOP</td>
<td>Leave Without Pay*</td>
<td>SABA</td>
<td>Sabbatic – Academic Year*</td>
</tr>
<tr>
<td>LWP</td>
<td>Leave With Pay*</td>
<td>SABC</td>
<td>Sabbatic – Calendar Year</td>
</tr>
<tr>
<td>NEW</td>
<td>New Position</td>
<td>SABF</td>
<td>Sabbatic - Fall</td>
</tr>
<tr>
<td>NONE</td>
<td>No Leave*</td>
<td>SABO</td>
<td>Sabbatic - Other</td>
</tr>
<tr>
<td>OTH</td>
<td>Other*</td>
<td>SABS</td>
<td>Sabbatic - Spring</td>
</tr>
</tbody>
</table>
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 worksheet 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 31.

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.
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 work day. See page 17 for the detailed explanation of this value.

3. % Adjustment: A user-editable value that reduces or increases the salary amount that this allocation (row) is budgeting.

4. Base Budgeted Salary: The budget amount that will be loaded back to the GL.

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

1. Total % Leave (Expandable/Collapsible)

2. Total $ Leave (Expandable/Collapsible)

Additional Information:

Provides additional, most frequently used, read-only information about a position.
The most complete information Longview BMT has on a position.
Position Review View

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

1. Click on the Position Planning Link.
2. Click on the desired department.
3. Click Next

Here is the resulting Position Review, with column explanation:

<table>
<thead>
<tr>
<th>COLUMN #</th>
<th>FIELD NAME</th>
<th>DESCRIPTION/FUNCTION/NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Position Description</td>
<td>Position number &amp; Position Description</td>
</tr>
<tr>
<td>2</td>
<td>Department</td>
<td>The department that these positions belong to.</td>
</tr>
<tr>
<td>3</td>
<td>Employee Name</td>
<td>Last, First, sorted alphabetically</td>
</tr>
<tr>
<td>4</td>
<td>Flag</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A – Allocation Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S – Salary Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N – New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C – Position Data Change</td>
</tr>
<tr>
<td>5</td>
<td>EmplID</td>
<td>Employee ID Number</td>
</tr>
<tr>
<td>6</td>
<td>Job FTE</td>
<td>Displays the position FTE value from Workday</td>
</tr>
<tr>
<td>COLUMN #</td>
<td>FIELD NAME</td>
<td>DESCRIPTION/FUNCTION/NOTES</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>Calculated Salary</td>
<td>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).</td>
</tr>
<tr>
<td>8</td>
<td>Budgeted Salary@LEVEL</td>
<td>The organization’s obligation to this position.</td>
</tr>
<tr>
<td>9</td>
<td>CU Plan FTE</td>
<td>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.</td>
</tr>
<tr>
<td>10</td>
<td>Budget Plan</td>
<td>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.</td>
</tr>
<tr>
<td>11</td>
<td>Notes</td>
<td>Free form notes field</td>
</tr>
</tbody>
</table>
Cost Allocation Application

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

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

1. **Click on the Update Cost Allocations link.**
2. **Fill in the Update Cost Allocation window:**
   a. Type in, or use the symbol selector (search) to enter a position number. If the position has preceding zeros, they must be included.
   b. **Click Next to continue**
3. The window that returns is very similar to the window that is explained on page 19, Update Cost Allocation/Leaves, with one difference: the Status column. The column displays the record lock status for each allocation for the position. In order to make changes to the position, every allocation must have a green Ok.
4. You may perform all the same functions that you can do from the Salary Details tab in the Revenue and Expense Planning Application.
5. This app is also used, if you accidentally delete all allocations from a position in the Salary Details tab of the Revenue and Expense Planning application. Simply choose Add Allocation and then Adjust Salary to put the allocation back on the position with the desired salary.
Scenarios

#1. Budget for a Vacant Position

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

In the account Salary Details you will see the Employee Name column blank. Select the Salary Details tab from the main Revenue and Expense Planning screen. Right mouse-click to select Update Cost allocation/Leave. When the Update Cost Allocation window appears, click the Adjust Salary button.

Enter the budget salary amount in the Base Budget Salary and click Next.
Click the Add Allocation button

Add/Adjust the necessary salary allocation information for this position. (See detailed instructions on page 24)

Click the Update button

Optional: Add a comment (see instructions on page 17) and add the name of the person filling this vacant position.
#2. Budget for a One Semester Sabbatic Leave:

Select the Salary Details 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.

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.

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 button to update the information in the Salary Details window.
#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.

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.

Click on 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.

Click on 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. Report Templates

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

![Report Templates Menu](image)
Report Orientation
Selecting symbols for your report at the Prompt screen.

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

Use the magnifying glass to open the Symbol Selector window.

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

1. Add a symbol to the report.
2. Delete a symbol from the report.
3. Move an account up or down to organize the report as you desire.
4. When all of your desired accounts are selected hit View Report to preview the report.
Longview Analysis & Reporting layout explained.

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

Options allows you to apply conditional display.

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

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

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

**Category Group Assigned:** Variance Reports

**Opens at:** Prompt

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

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

<table>
<thead>
<tr>
<th>Account</th>
<th>UNIV_000 - Cornell University</th>
<th>VARIANCE ANALYSIS BY OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Variance Analysis by Object</td>
<td></td>
</tr>
</tbody>
</table>

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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.
Report: 04.Variance by Fund

Category Group Assigned: Variance Reports

Opens at: Prompt

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

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

---

Report: 02.Revenue vs. Expense - Historical Compare

Category Group Assigned: Revenue and Expense Reports

Opens at: User Maximum Security Level

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

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you have access to.

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.

---

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.

---


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.


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.

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.


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.


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.


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_IITHACA_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.

---

**Report: 12B. May Book - New Base Budget**

**Category Group Assigned:** May Book Templates

**Opens at:** Maximum

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

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

---

**Report: 09. Trustee Budget Format - New Budget**

**Category Group Assigned:** Trustee Budget Format Standard Reports

**Opens at:** Prompt

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

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

---

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

**Category Group Assigned:** Trustee Budget Format Standard Reports
Opens at: Prompt

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

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

Report: 10.Trustee Budget Format - New Trustee Budget

Category Group Assigned: Trustee Budget Format Standard Reports

Opens at: Prompt

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

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

Report: 11.Trustee Budget Format - Current Trustee Budget

Category Group Assigned: Trustee Budget Format Standard Reports

Opens at: Prompt

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

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

Category Group Assigned: Position Reporting

Opens at: User Maximum Security Level

Purpose: Intended to view impact of object code 6995 along with Salary objects after the SIP Apply process is performed.

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

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. Smart Client Application Reports

The Smart Client Reports resides under the Budget Planning Applications section on the Longview Home Portal. They have been designed by Longview Design Architects in order 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

Smart Client Application

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 (the 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 through 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 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

Smart Client Application

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.
Report: Line Item Details
Smart Client Application

Opens at: Prompt

Purpose: To display a standard list of all Accounts within selection that is planned at the line item level. Report is expected to 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 through 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 for Excel and Longview Add-in for Office

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

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

Currently there is one Longview for Excel Template published on the 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 Longview BMT 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 Longview database) you can use the Update Cost Allocations application to restore one or more cost allocations to a position.