For General Revenue Expense Reporting, use the UNIV_000 hierarchy in the ACCOUNTS Dimension.

What does this mean for you?

You should use any symbol that contains your KFS Org "C_XXXX" or "D_XXXX" all the way down to the leaf level account/sub account within that hierarchy.

For Example:

1. Maureen would see C_2100 - Arts and Sciences and whatever else she was given access to in the ACCOUNTS Dimension.

2. A department User from the Cornell Executive MBA would only see D_221B and all of the accounts within this department.
Longview allows you to report Actuals aggregated or individually.

To report on Year to Date Actuals for a given month, drill down on the **YEAR ending with “YTD”** and select the particular monthly Fiscal Period. For example, if you would like to produce a report on September YTD Actuals for 2015. Drill down on Actuals, then **AYR2015YTD** and then select **A201503YTD**.

Feel free to use and type in the search box directly if you are familiar with the Symbol names. Each month ending in ”YTD” will give you the cumulative amounts of past or present timeperiods period (never the future).

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

- **A201503MTH** will produce activity posted to the September Fiscal Period for FY2015 only.
- **A201502MTH** will produce activity posted to the August Fiscal Period for FY2015 only.
- **A201501MTH** will produce activity posted to the July Fiscal Period for FY2015 only.

However you should see that:

**A201503YTD** = **A201503MTH** + **A201502MTH** + **A201501MTH**

But **A201506YTD** = 0

**AYR2015** = **A201501MTH** + **A201502MTH** + **A201503MTH** + **A201504MTH** + **A201505MTH** + **A201506MTH** (until December)

**AYR2015** = **A201501MTH** + **A201502MTH** + **A201503MTH** + **A201504MTH** + **A201505MTH** + **A201506MTH** + **A201507MTH** + **A201508MTH** + **A201509MTH** + **A201510MTH** + **A201511MTH** + **A201512MTH** + **A201513MTH**

Therefore, selecting **AYR2015** will produce the most recent Actuals through the last load from GL.
Base Budgets can be found within the BASE_BUDGET hierarchy. Base Budget comes from the GL load (except of course the new planning year). The planning year's budget will come from the Longview database as you update your plan.

Base Budgets always begin with "BBYR" (two B's) followed by the year.

Therefore, if you would like to report on the base budget for 2015, select **BBYR2015**

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

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

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

<table>
<thead>
<tr>
<th>Incl. CG, APFEDL and APSTAT (non State purpose) accts</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incl. YTD Base Budget Adjustments</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

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

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

For most Revenue_Expense general reporting, Users would select **DIM2SET**

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

1. The **ACCOUNT_TYPES** hierarchy will allow for Endowed vs. Contract College reporting
   
   * Process to populate data for Account Type is being built

2. The **HIGHER_EDUCATION_FUNCTION_CODES** hierarchy will also allow for reporting HEFCs
DIMENSION: OBJECTS

For Revenue_Expense reporting, it would be best to use the **REVENUE_EXPENSE** Symbol within the **TOTAL_OBJECTS** hierarchy.

This will:
1. allow Users to capture all Revenue and all Objects as updates are being made in KFS
2. will also exclude unwanted Object Categories such as Assets and Liabilities as well as Capital
For General Revenue_Expense reporting, Users almost always would select the Symbol SUB_OBJECTS (not the Default DIM4SET). SUB_OBJECTS is where the data is stored and will allow for additional drilling to intersecting Sub Objects.
There are several options in populating the FUNDS Dimension.

*OPER_NON_OPER_UNRESTRICTED_FUNDS* hierarchy is still in progress.

### Symbol Information

- **Symbol**
  - 3 TOTAL_FUNDS
  - 4 Total_Sub_Funds

### Symbol Information

- **Symbol**
  - 1 DIMSET
  - 2 OPERATING_NON_OPERATING_FUNDS
  - 3 TOTAL_FUNDS
  - 4 Total_Sub_Funds
  - 5 OPER_NON_OPER_UNRESTRICTED_FUNDS

### Symbol Information

- **Symbol**
  - 1 DIMSET
  - 2 OPERATING_NON_OPERATING_FUNDS
  - 3 TOTAL_FUNDS
  - 4 Total_Sub_Funds
  - 5 OPER_NON_OPER_UNRESTRICTED_FUNDS
**DIMENSION:** POSITIONS

For general Revenue Expense reporting, use Default Symbol **DIM6SET** in the POSITIONS Dimension.
**DIMENSION: DETAILS**

For general Revenue Expense reporting, use Default Symbol **DIM7SET** in the DETAILS Dimension.
DIMENSION: VERSIONS

For general Revenue_Expense reporting, use Default Symbol DIM8SET in the VERSIONS Dimension
Steps to Share and Open A&R Reports

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