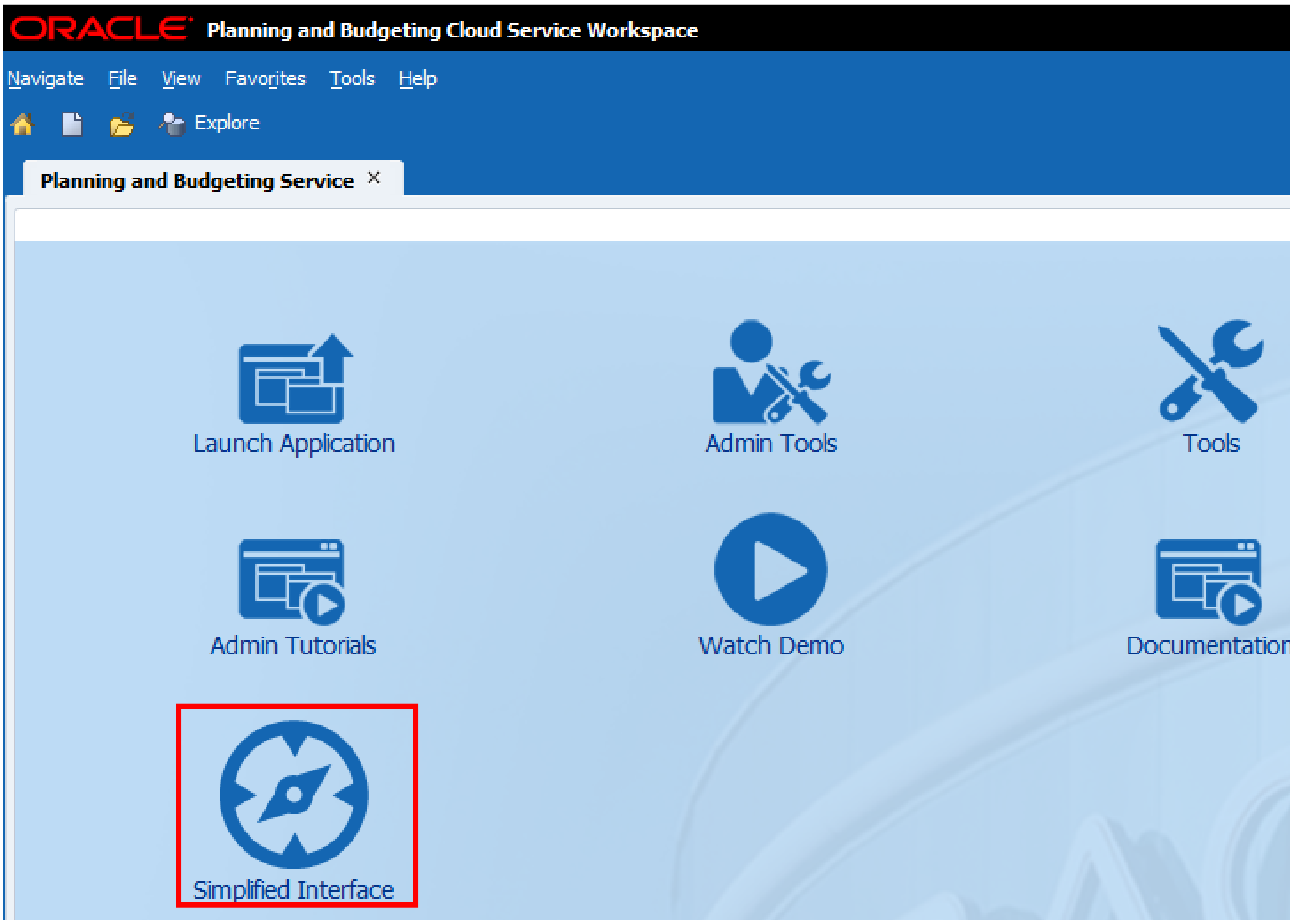
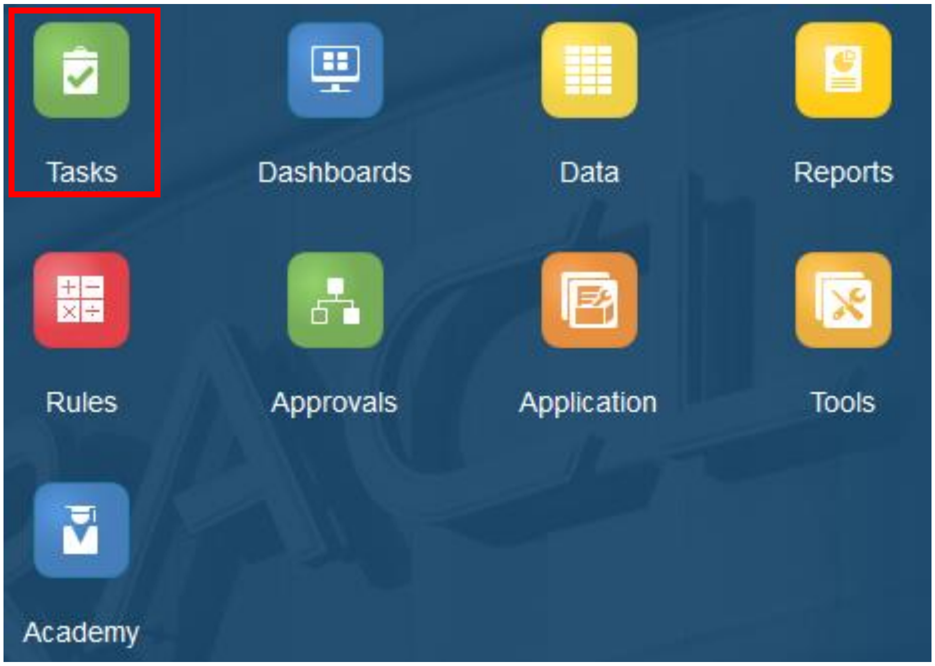
## Revenue Projections - Administration:

As part of the budget process, the Budget Office collects projections from revenue-generating units about both current and next year's revenue projections.

From the Planning and Budgeting Cloud Service Workspace screen, click on **Simplified Interface** under the **Planning and Budgeting Service** tab:

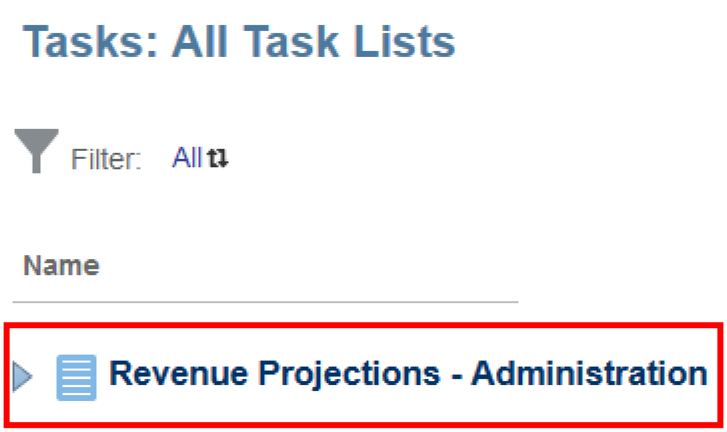



On the next screen, click on the **Tasks** icon:




On the next screen, click on the tree view  on the right-hand corner of the screen to access the tasks under the task list.

The next screen appears with the Fixed Costs folder. Click on the arrow  next to Revenue Projections - Administration. This expands to show the tasks under **Revenue Projections - Administration**.




The following tasks appear under **Revenue Projections - Administration**. The red icon under *Status* indicates that the task has not been completed. Once the task is complete, then a green icon appears. Each task links to a form that is to be completed and then approved.


**<u>Formulate Revenue Projections Form:</u>**

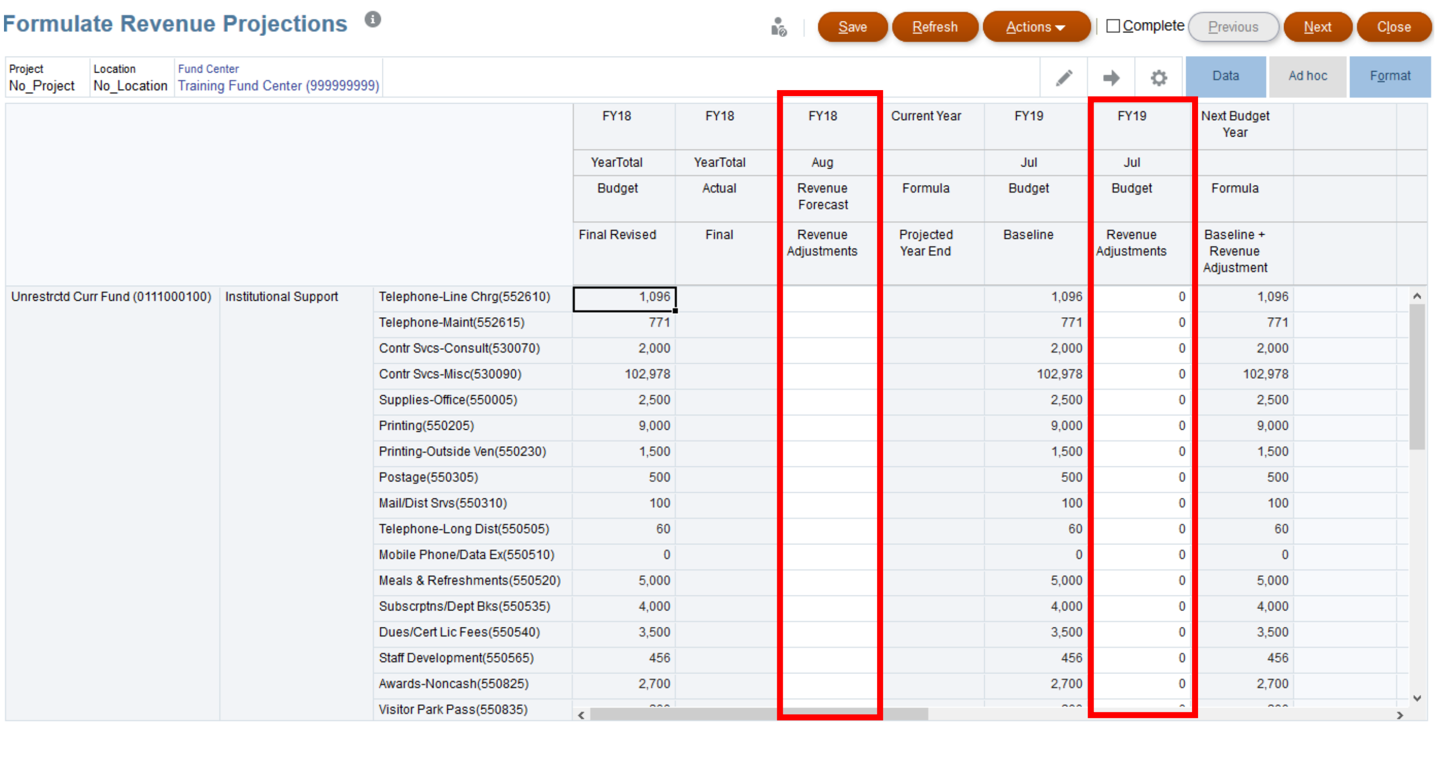
- This form allows users to enter 1.) Adjustments to Revenue, 2.) Current Year Forecast, and 3.) Revenue Operating Offsets.
- Users must select each relevant Fund Center from the page view drop-down menu.
- Enter only whole dollar amounts.
- Revenue values are negative. To increase your revenue projection, enter a negative number. To decrease your revenue projection, enter a positive number.
- **The form should balance. Changes in Revenue should be offset with changes in Operating. If changes are to be made in the Compensation cube, use the Revenue Compensation Offset form.**
- Full instructions can be found here: http://budgetoffice.nku.edu/aboutbudgetprocess/process.html
- Data Definitions:
    - Column A: Fund
    - Column B: Functional Area
    - Column C: Revenue commitment Item, alias (with suppress)
    - Column D: Current Year Budget
    - Column E: Current Year Actuals
    - Column F: Current Year Revenue Forecast <**Enter anticipated receipt for the duration of the current year.**>
    - Column G: Formula member, Projected Year End (Actual + Forecast)
    - Column H: Next Year Baseline Budget (with suppress)
    - Column I: Next Year Revenue Adjustment. **<Perform all data entry into this field.>**
    - Column J: Formula member, Baseline Budget + Requested Revenue Adjustment.

Revenue Projections - Administration

To access the **Formulate Revenue Projections Form,** click on the link named **Formulate Revenue Projections**, under **Revenue Projections - Administration**:

## Formulate Revenue Projections

The following screen appears:




| | | | FY18 YearTotal Budget Final Revised | FY18 YearTotal Actual Final | FY18 Aug Revenue Forecast Revenue Adjustments | Current Year Formula Projected Year End | FY19 Jul Budget Baseline | FY19 Jul Budget Revenue Adjustments | Next Budget Year Formula Baseline + Revenue Adjustment |
|---|---|---|---|---|---|---|---|---|---|
| Unrestrctd Curr Fund (0111000100) | Institutional Support | Telephone-Line Chrg(552610) | 1,096 | | | | 1,096 | 0 | 1,096 |
| | | Telephone-Maint(552615) | 771 | | | | 771 | 0 | 771 |
| | | Contr Svcs-Consult(530070) | 2,000 | | | | 2,000 | 0 | 2,000 |
| | | Contr Svcs-Misc(530090) | 102,978 | | | | 102,978 | 0 | 102,978 |
| | | Supplies-Office(550005) | 2,500 | | | | 2,500 | 0 | 2,500 |
| | | Printing(550205) | 9,000 | | | | 9,000 | 0 | 9,000 |
| | | Printing-Outside Ven(550230) | 1,500 | | | | 1,500 | 0 | 1,500 |
| | | Postage(550305) | 500 | | | | 500 | 0 | 500 |
| | | Mail/Dist Srvs(550310) | 100 | | | | 100 | 0 | 100 |
| | | Telephone-Long Dist(550505) | 60 | | | | 60 | 0 | 60 |
| | | Mobile Phone/Data Ex(550510) | 0 | | | | 0 | 0 | 0 |
| | | Meals & Refreshments(550520) | 5,000 | | | | 5,000 | 0 | 5,000 |
| | | Subscrptns/Dept Bks(550535) | 4,000 | | | | 4,000 | 0 | 4,000 |
| | | Dues/Cert Lic Fees(550540) | 3,500 | | | | 3,500 | 0 | 3,500 |
| | | Staff Development(550565) | 456 | | | | 456 | 0 | 456 |
| | | Awards-Noncash(550825) | 2,700 | | | | 2,700 | 0 | 2,700 |
| | | Visitor Park Pass(550835) | [illegible] | | | | [illegible] | [illegible] | [illegible] |

Perform data entries in the highlighted columns for this form. Once data is entered, click on the **Save** icon located at the top of the screen.

If you need to access the next task under **Revenue Projections - Administration**, click on the **Next** icon located at the top of the screen.

If you do not need to access another form under **Revenue Projections - Administration**, click on the **Close** icon located at the top of the screen.

**Revenue Compensation Offset:**

Top Form:

- This form allows users to enter Salary and Benefits information by position within a fund center, for Revenue Offset process.
- Users must select each relevant position and person combination from the page view drop-down menus, and then enter the total budget cut by Commitment Item.
- This form should be used in conjunction with the appropriate benefits calculator form, provided by the budget office.
- Cuts are displayed as negative numbers.
- Enter whole dollar amounts only.
- Changes to revenue that will result in the creation of new positions should be entered to the New_Position, No_Person combination.
- Full instructions can be found here: http://budgetoffice.nku.edu/aboutbudgetprocess/process.html
- Data Definitions:
    - Column A: Commitment Item
    - Column B: Baseline Budget, All Personnel Commitment Items
    - Column C: Revenue Adjustments <**Perform all data entries here**>

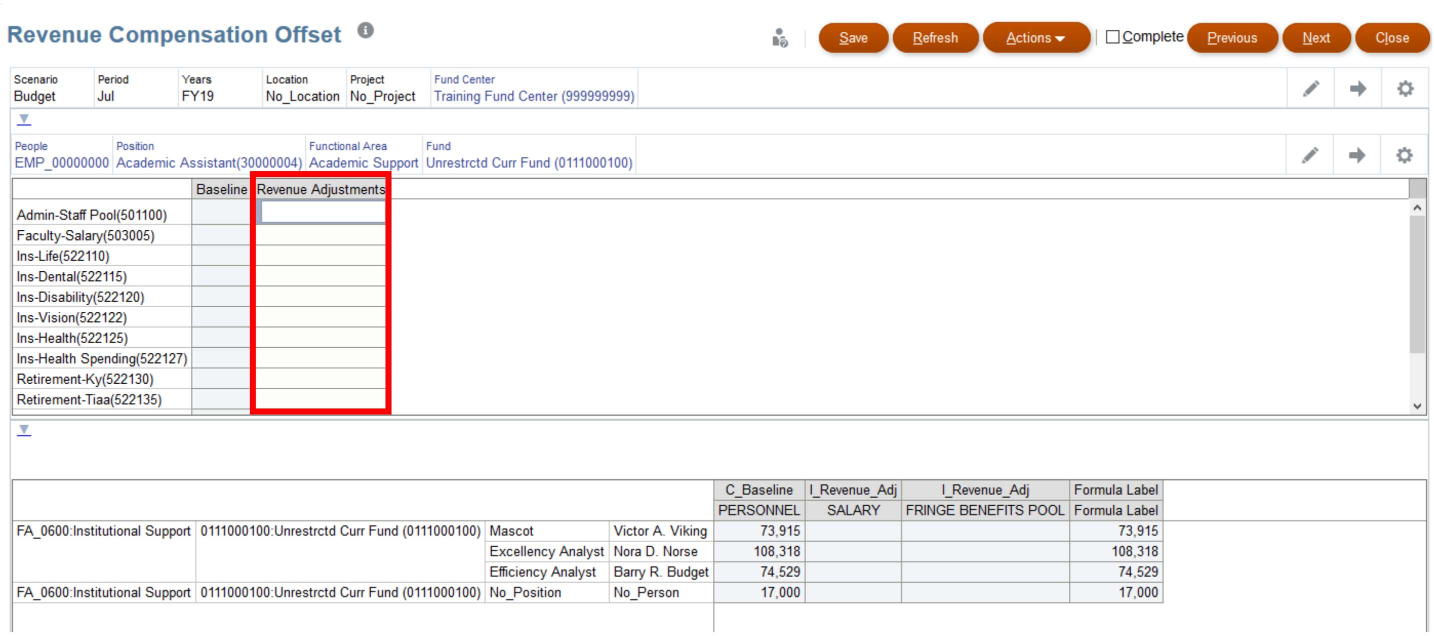
Bottom Form:

- This form allows users to view Salary and Benefits information by position within a fund center. This should allow a user to enter Budget Adjustments associated with a change in Revenue projections by person and position.
- Users must select each relevant Fund Center from the page view drop-down menu. Only revenue fund centers are available.
- Cuts are displayed as negative numbers.
- Full instructions can be found here: http://budgetoffice.nku.edu/aboutbudgetprocess/process.html
- Data Definitions:
    - Column A: Functional Area
    - Column B: Fund
    - Column C: Position
    - Column D: Person
    - Column E: Baseline Budget (Prior Year Final Budget + Adjustments)
    - Column F:Total Revenue Adjustments to Salary
    - Column G: Total Revenue Adjustments to Benefits
    - Column H: Formula: Baseline Budget + Salary Adjustments + Revenue Adjustments

To access the **Revenue Compensation Offset Form,** click on the link named **Revenue Compensation Offset**, under **Revenue Projections - Administration**:

# Revenue Compensation Offset

The following screen appears:




Perform data entries in the highlighted columns for this form. Once data is entered, click on the 

icon located at the top of the screen.

If you need to access the next task under **Revenue Projections - Administration**, click on the 

icon located at the top of the screen.

If you do not need to access another form under **Revenue Projections - Administration**, click on the 

icon located at the top of the screen.

**<u>Review Revenue Plan:</u>**

Review the impact the revenue plan has on your baseline budget.

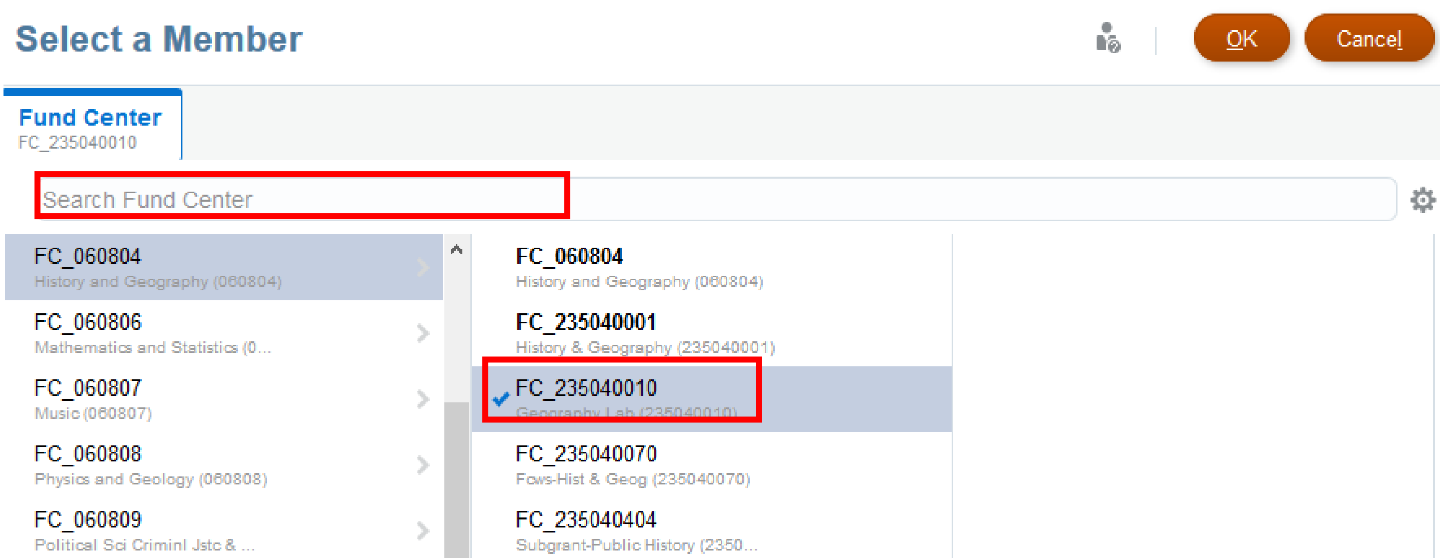
## <u>Changing Fund Centers within each form</u>:

At the top of the screen, click on the current fund center:

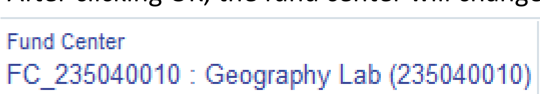

The following screen appears. There are a couple ways to access another fund center.

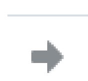
1. In the “Search Fund Center” field, type the **fund center name**, for example “Physics and Geology” or the **fund center number** by entering “FC_<fund center number>” and clicking **Enter**. Then, the fund center number will appear under “Results”.

2. A list of fund centers will also appear for which the user has access. Hover over the fund center of your choice. For example below, hover over FC_235040010 (Geography Lab). Then **click ON the light blue check mark** next to fund center to choose it. This will turn into a **dark blue checkmark**. Once check mark is dark blue, click  .


After clicking OK, the fund center will change at the top of the screen.




**However, to see the correct data for this fund center, click the go**  **arrow at the top of the screen.**

## <u>Complete</u>

Once data entry and/or revision is complete after processing the fund centers necessary within a form, click on box next to complete located at the top right hand corner of the form. 

A checkmark will appear in the box. The task is then complete.

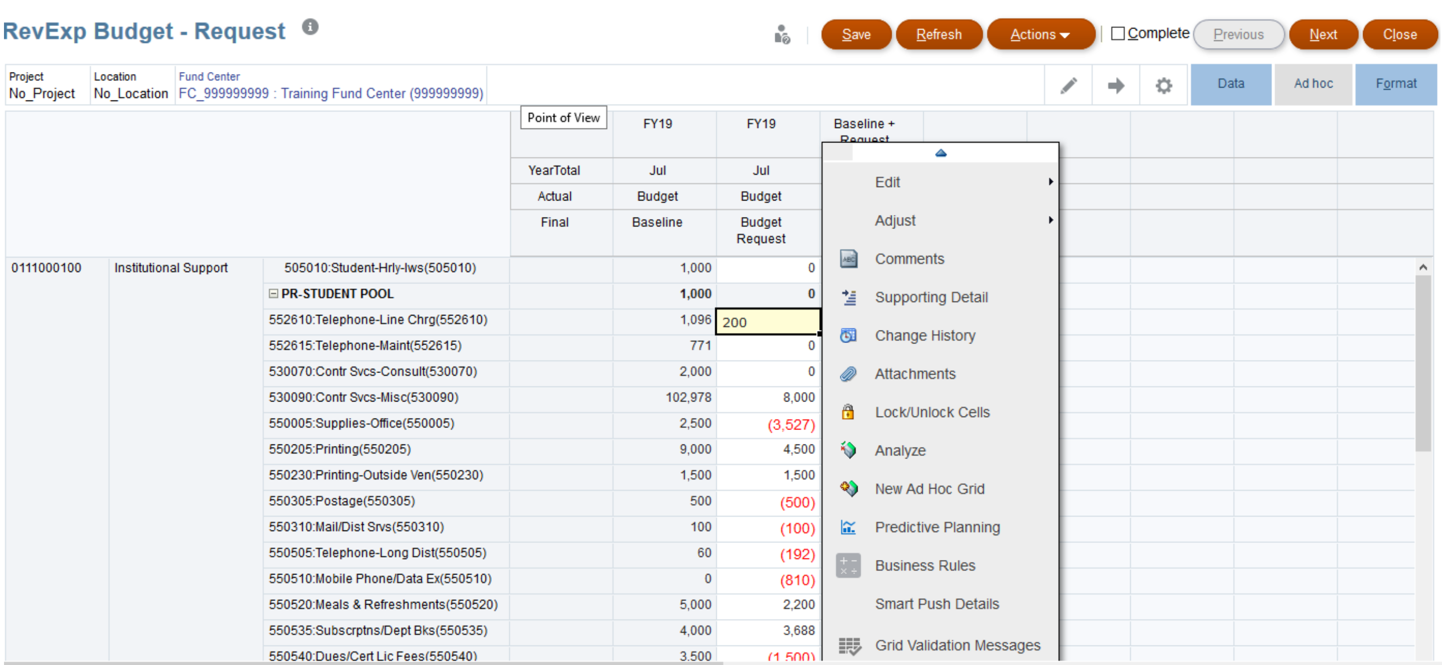
Then click 

to return to the Task Lists screen. Click 

to view the status of the task. The green check and status next to the form on the task lists screen, indicate that the form is complete. See example below:


## Comments, Supporting Detail and Attachments

To access these features, **position your cursor in the editable cell and right click**.




**<u>Comments</u>**:

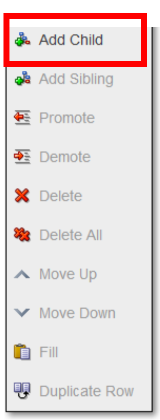
Comments is useful for providing more detail regarding the data entry on a cell.

Click on **Comments**. The following screen appears.
Enter information in the comments box and click **Post**.

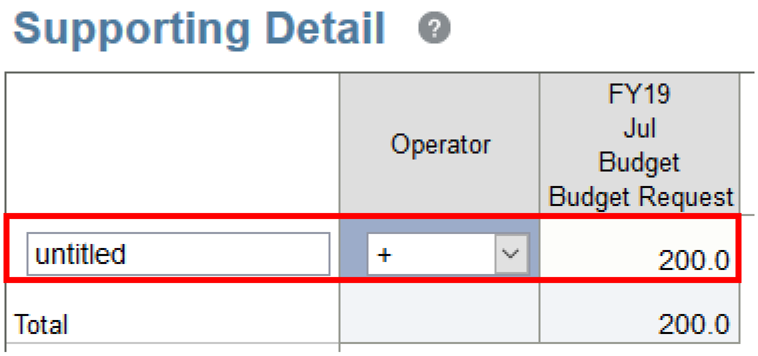

**Supporting Detail**:

To use Supporting Detail in a cell, it is useful to understand the concept of “children” and “siblings” in PBCS. Everything in PBCS exists in a hierarchy. The lower levels – children – generally have values that add-up to the parents. “Siblings” are two members, at the same level, that have values that add up to their shared parent. For the Supporting Detail function, users can add either a child or a sibling, but the eventual goal is to describe the value in the cell itself.

Click on **Supporting Detail**. The following dialog box appears. Click on **Actions** and then **Add child**

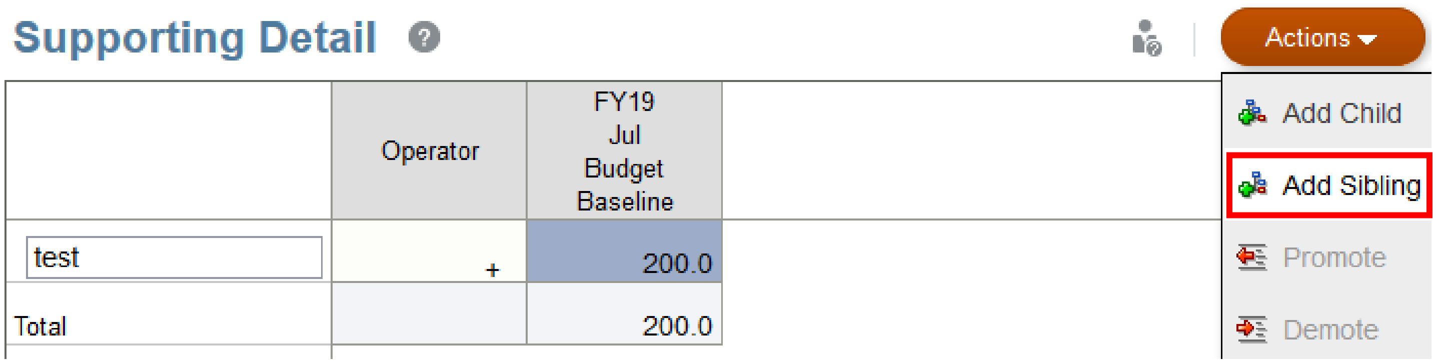




The following dialog box appears. Rename the title in the box named **Untitled**. Click in the cell under **Operator** to choose the operating function needed. Then add the $ amount under the **FYxx Budget Request** column. Once this amount is entered, it automatically populates in the **Total** column.

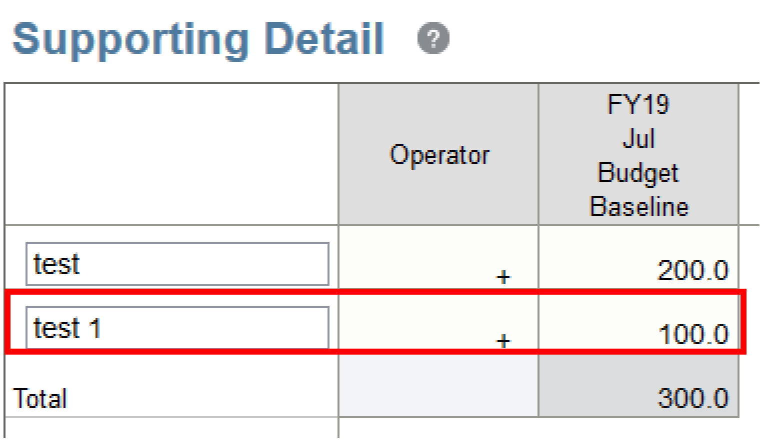



After clicking Save, the amount is automatically populated in the cell on the form.

A *child* must be added first, in order to add a *sibling*. To add a *sibling*, click on the cell where a data entry has been made for *child*. Click on **Supporting Detail**. Click on **Actions** and then **Add sibling.**




A second box appears under the first. Input the information for *sibling* (test 1). Once this amount is entered, it automatically calculates the cells together and populates in the **Total** column.




After clicking Save, the $ amount is automatically populated in the cell on the form.

**<u>Attachments</u>**:
PBCS allows users the capacity to attach a document to a cell. It will remain with that cell, and documentation, through archive. The Budget Office has no procedures in place that require attachments; however, they may prove useful for a unit's internal documentation needs.

Click on **Supporting Detail.** The following dialog box appears. Click on Browse... to access your file and then click Upload.