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**.

### Tasks: All Task Lists

Filter: All

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Projections - Administration</td>
</tr>
</tbody>
</table>

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.
Formulate Revenue Projections Form:

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

![Formulate Revenue Projections](image)

The following screen appears:

![Formulate Revenue Projections Screen](image)

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.
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:
The following screen appears:

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.

**Review Revenue Plan:**

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

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**Changing Fund Centers within each form:**

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

```
Fund Center
FC_235040001 : History & Geography (235040001)
```

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 **OK**.

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

```
Fund Center
FC_235040010 : Geography Lab (235040010)
```

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

**Complete**
Revenue Projections - Administration

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 **Close** to return to the Task Lists screen. Click **Refresh** 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:

### Compensation Budget - Request

#### Comments, Supporting Detail and Attachments

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

### RevExp Budget - Request

<table>
<thead>
<tr>
<th>Point of View</th>
<th>FY19</th>
<th>FY19</th>
<th>Baseline</th>
<th>Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>YearTotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

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**.

**Comments**

Entering information in comments

---

**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**

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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.
### Supporting Detail

<table>
<thead>
<tr>
<th>Operator</th>
<th>FY19 Jul Budget Baseline</th>
<th>FY19 Jul Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>untitled</td>
<td>+</td>
<td>200.0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>200.0</td>
</tr>
</tbody>
</table>

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**.

<table>
<thead>
<tr>
<th>Operator</th>
<th>FY19 Jul Budget Baseline</th>
<th>FY19 Jul Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td>+</td>
<td>200.0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>200.0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Operator</th>
<th>FY19 Jul Budget Baseline</th>
<th>FY19 Jul Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td>+</td>
<td>200.0</td>
</tr>
<tr>
<td>test 1</td>
<td>+</td>
<td>100.0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>300.0</td>
</tr>
</tbody>
</table>

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