

# Oracle EPM Reference Guide: Strategic Modules for Campus

v1.1

CARNEGIE MELLON UNIVERSITY

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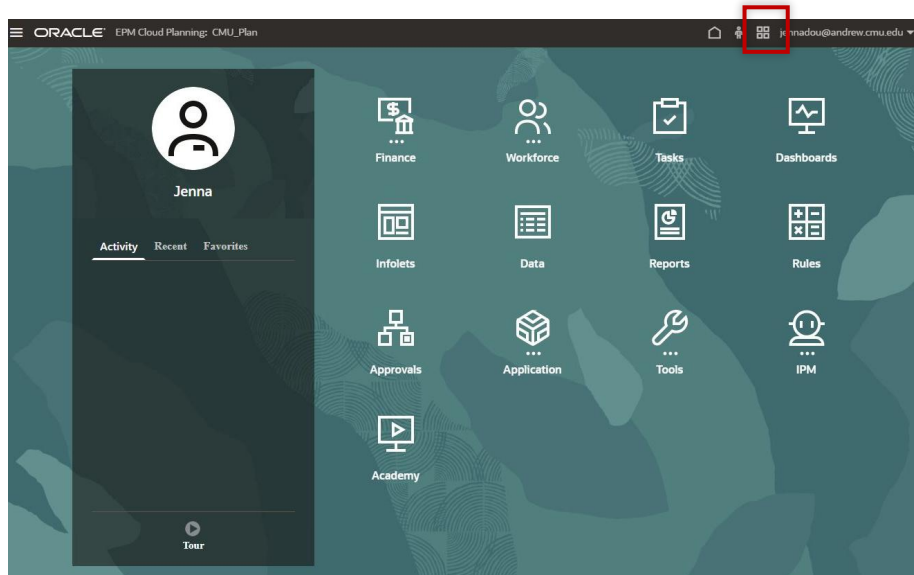
## Multi-Year Planning

The Multi-Year Planning module in Oracle Enterprise Performance Management (EPM) is a tool to be leveraged by the campus finance leads. The baseline multi-year plan is populated with planning assumptions set forth by the University Budget Office to align with the institution's long-range plan. From there, the campus finance leads have an opportunity to adjust the assumptions through one-time impacts or growth rates that vary from the overall university's view. Additionally, Multi-Year Planning provides an opportunity to layer on campus unit initiatives to understand the impacts over time in their unit, and the university can understand the collective impacts over time.

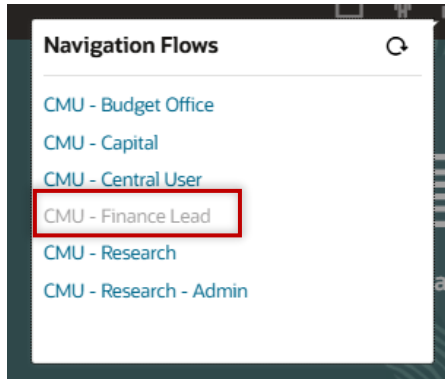
Multi-Year Planning is generally completed at the unit level (B or C-level parent organization). It uses the funding source categories for Oracle reporting (see appendix for listing) for a holistic view of the multi-year impact on campus unit and university-level net asset composition.

### Locate the Multi-Year Planning Navigation Flow

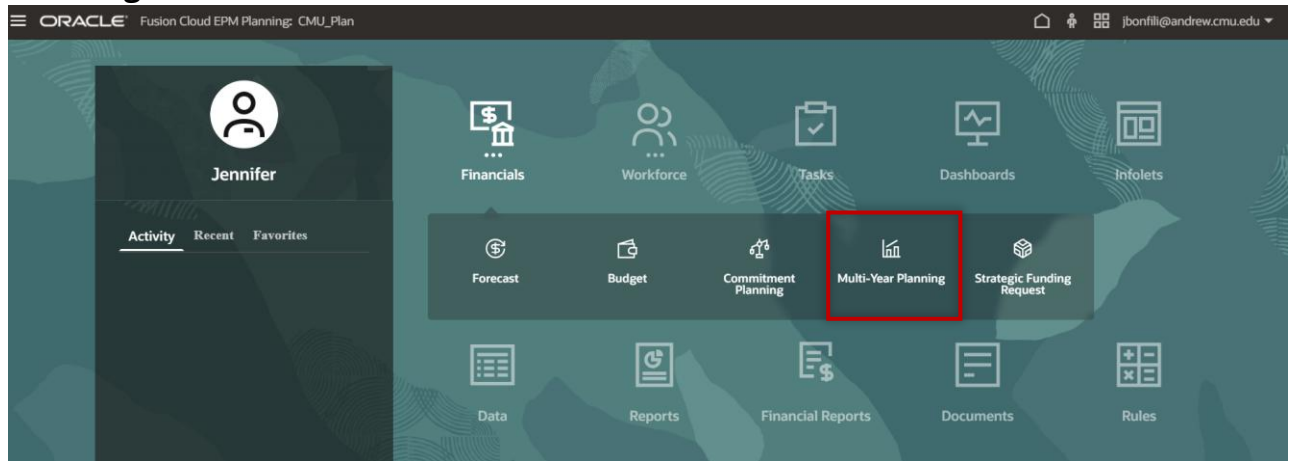
1. On the Oracle EPM home page, click the Navigation Flow icon on the top right-hand corner. The navigation flow icon contains 4 smaller squares to toggle between the multiple modules in Oracle EPM.



2. Once you click the Navigation flow icon, you will see that there are multiple cubes to choose from, with blue hyperlinks. To access the Multi-Year Planning, click **CMU-Finance Lead**. Once you select **CMU-Finance Lead**, you will see that the blue link will change to grey.



- From your Oracle EPM home page, click the **Financials** cluster and select the **Multi-Year Planning** card.



## Review the Assumptions set by the University Budget Office

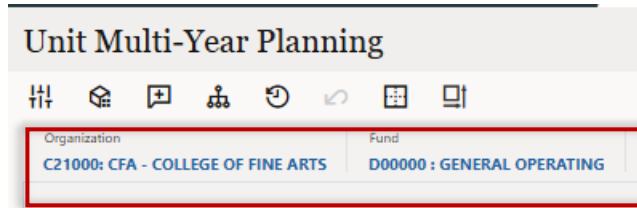
- To review the assumptions, navigate to the first vertical tab, '**Multi-Year Assumption**' view the assumptions built into the multi-year planning module.



- The Assumption data form will load the standard assumption rates at a global level for each FY. These rates will serve as a baseline calculation for your unit, using next year's budget as the basis for the calculation for the first of nine years.  
**NOTE:** *The growth rates should not be editable; instead, they should be greyed out cells for reference only. The following sections will show how to adjust them using an 'over-write multiplier' or a one-time adjustment.*

# Unit Multi-Year Planning

To begin your unit's multi-year plan, navigate to the second vertical tab, 'Multi-Year Planning' and select a point of view (POV) by choosing your unit and the funding source category by selecting the [blue hyperlinks](#) in the top left corner of the data screen. After selecting your POV, click **Save**. By clicking on save, the calculations on the form will refresh (ex: beginning and ending net asset balances).

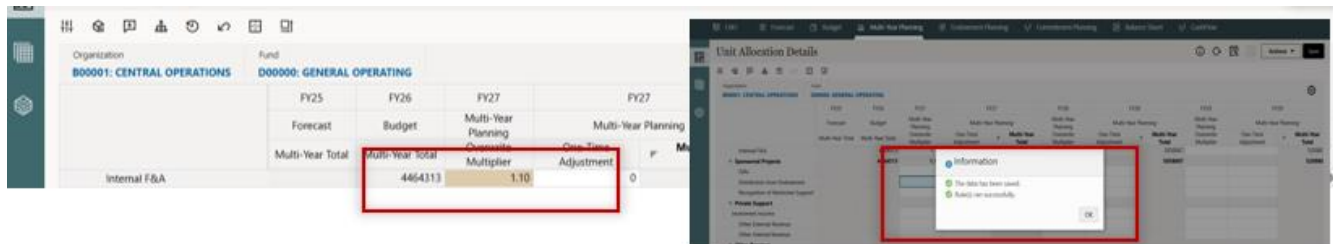


## Using the Overwrite Multiplier to Adjust the Multi-Year Plan

1. To adjust a Multi-Year Total by adding an Overwrite Multiplier, locate the revenue expense you want to overwrite by selecting the cell with the Overwrite Multiplier cell associated with the cell linked to a specific FY.

	FY25	FY26	FY27	FY27	FY28	FY28	FY29	FY29
Forecast		Budget	Multi-Year Planning	Multi-Year Planning	Multi-Year Planning	Multi-Year Planning	Multi-Year Planning	Multi-Year Planning
Multi-Year Total		4464313	1.05	0	4887529		4828155	497299

2. Input a new assumption rate in the Overwrite Multiplier cell (i.e., 1.10). The cell will highlight, and you must click **Save** for the new assumption rate to be saved. Click **Save**. A separate screen will appear that will share that 1) The data has been saved and 2) Rule(s) ran successfully. Click **OK** to return to the form.



3. Once you click **Save**, the data for the remaining fiscal years will be adjusted based on the new assumption rate. **NOTE:** This Overwrite Multiplier will overwrite the designated Multi-Year Assumption connected to the selected fiscal year revenue and **calculate the impact on the remaining fiscal years.**

	FY25	FY26	FY27	FY27	FY28	FY28	FY29	FY29
Forecast		Budget	Multi-Year Planning	Multi-Year Planning	Multi-Year Planning	Multi-Year Planning	Multi-Year Planning	Multi-Year Planning
Multi-Year Total		4464313	1.10	0	4910744		5058067	520986
Internal F&A		4464313	1.10	0	4910744		5058067	520986
Sponsored Projects		4464313	1.10	0	4910744		5058067	520986

4. View the updated data related to the Overwrite Multiplier based on the new assumption rate.

## Using the One-Time Adjustment for the Multi-Year Plan

- To adjust a Multi-Year Total by adding a One-Time Adjustment, add the dollar amount value of the adjustment (i.e., 300,000) in the One-Time Adjustment column. See the highlighted column below as an example.

Organization B00001: CENTRAL OPERATIONS	Fund D00000: GENERAL OPERATING	FY25	FY26	FY27	FY27		FY28	FY29
		Forecast	Budget	Multi-Year Planning	Multi-Year Planning		Multi-Year Planning	Multi-Year Planning
		Multi-Year Total	Multi-Year Total	Override Multiplier	One-Time Adjustment	Multi-Year Total	Override Multiplier	One-Time Adjustment
Sponsored Projects - Direct								
Sponsored Projects - F&A								
Internal F&A		4464313			300000	4801243		

- Click **Save**.
- A separate screen will appear that will share that 1) The data has been saved and 2) Rule(s) ran successfully. Click **OK** to return to the form.

Organization B00001: CENTRAL OPERATIONS	Fund D00000: GENERAL OPERATING	FY25	FY26	FY27	FY27		FY28	FY29
		Forecast	Budget	Multi-Year Planning	Multi-Year Planning		Multi-Year Planning	Multi-Year Planning
		Multi-Year Total	Multi-Year Total	Override Multiplier	One-Time Adjustment	Multi-Year Total	Override Multiplier	One-Time Adjustment
Sponsored Projects - Direct								
Sponsored Projects - F&A								
Internal F&A		4464313		300000	4801243		4736190	4878275
Sponsored Projects		4464313		300000	4801243		4736190	4878275
Gifts								
Distribution from Endowment								
Recognition of Restricted Support								
Private Support								
Investment Income								
Other External Revenue								
Other Internal Revenue								
Other Revenue								
Allocation Revenues								

**Information**

- ✔ The data has been saved.
- ✔ Rule(s) ran successfully.

**OK**

- Review the data to see the updated Multi-Year Total. **NOTE:** This total will not adjust any subsequent fiscal year totals it will **ONLY impact the fiscal year it is associated with.**

Organization B00001: CENTRAL OPERATIONS	Fund D00000: GENERAL OPERATING	FY25	FY26	FY27	FY27		FY28	FY29
		Forecast	Budget	Multi-Year Planning	Multi-Year Planning		Multi-Year Planning	Multi-Year Planning
		Multi-Year Total	Multi-Year Total	Override Multiplier	One-Time Adjustment	Multi-Year Total	Override Multiplier	One-Time Adjustment
Sponsored Projects - Direct								
Sponsored Projects - F&A								
Internal F&A		4464313			300000	4801243		4736190

## Multi-Year Planning by Initiative

The Initiative planning feature in Multi-Year Planning allows the campus finance leaders to add impacts of larger, strategic projects such as new revenue streams (e.g., endowed gifts or sponsored awards, new programs) and their effects on expenses and possibly on the unit's fund balances. Each unit can plan for up to **5 Initiatives** in their Multi-Year plan.

1. To layer on any initiative to your unit's Multi-Year plan, navigate to the second vertical tab, '**Multi-Year Planning**' and then select the second horizontal tab, '**Multi-Year Planning by Initiative**'. Select a point of view (POV) by choosing your unit and the funding source category by selecting the **blue hyperlinks** in the top left corner of the data screen.



2. After choosing an initiative, utilize the overwrite multiplier and one-time adjustment fields, similar to the baseline multi-year planning, to reflect its financial impacts over time.
3. Click **Save**.

## Multi-Year Overview – Reports and Dashboards

The Multi-Year Overview tab in the Multi-Year Planning modules offers various reports and dashboards to visualize your unit's multi-year plan. These tools let you view your entire unit or drill down into funding source categories. Additionally, you can layer your initiatives, created using the Multi-Year Planning by Initiative feature, onto these views.

### 1<sup>st</sup> Horizontal tab: **Multi-Year Review**

- View of multi-year data alongside the Year-over-Year (YoY) Variance

### 2nd Horizontal tab: **Multi-Year Review Variance %**

- YoY Variance side-by-side for a quick reference of the changes over the multi-year plan

### 3rd Horizontal tab: **Multi-Year Review Dashboard**

- View unit's multi-year plan impacts to net assets and the annual surplus/deficit by fund or organization. **NOTE:** You can drill into the composition details by clicking on the legend for each category.

### 4th Horizontal tab: **Revenue and Expense Dashboard**

- View unit's revenue and expense by fund or organization.

### 5th Horizontal tab: **Comparison Dashboard by Org**

- This view is intended for use by a unit with alternative hierarchies (ex: FMS or FIRM). You will see the same information in both sections if your unit **does not** have alternative hierarchies.

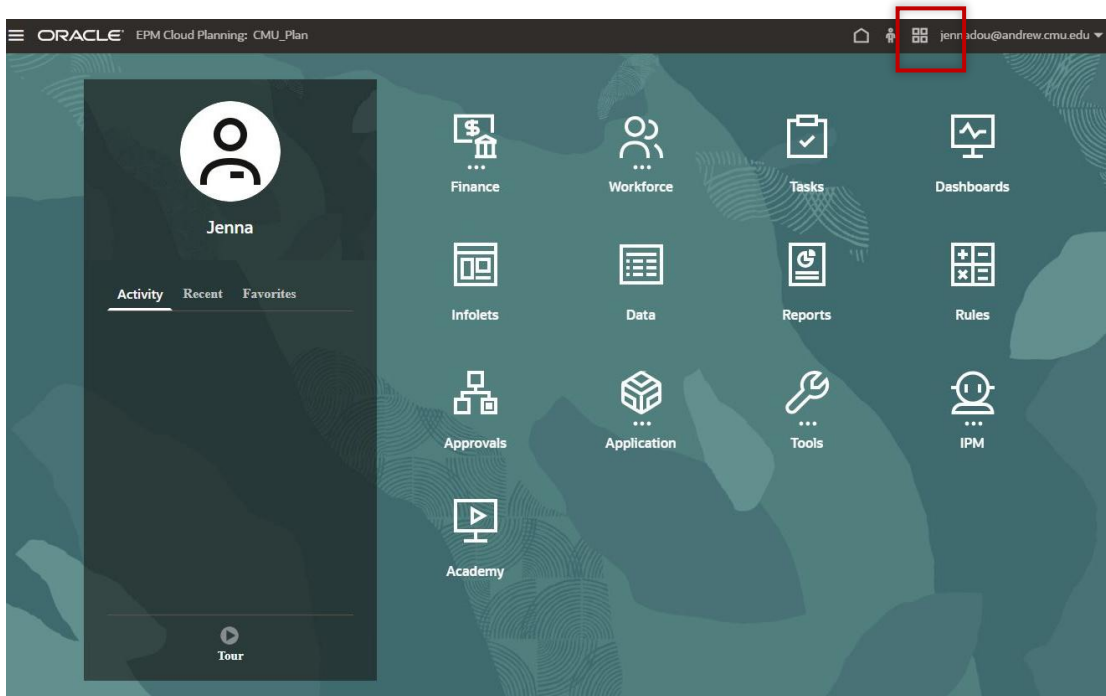
# Strategic Funding Requests

The Multi-Year Planning module in Oracle Enterprise Performance Management (EPM) is a tool to be leveraged by the campus finance leads. The baseline multi-year plan is populated with planning assumptions set forth by the University Budget Office to align with the institution's long-range plan. From there, the campus finance leads have an opportunity to adjust the assumptions through one-time impacts or growth rates that vary from the overall university's view. Additionally, Multi-Year Planning provides an opportunity to layer on campus unit initiatives to understand the impacts over time in their unit, and the university can understand the collective impacts over time.

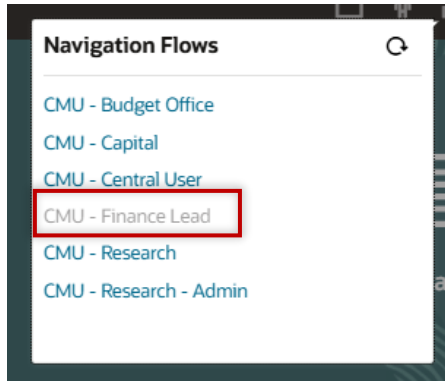
Multi-Year Planning is generally completed at the unit level (B or C-level parent organization). It uses the funding source categories for Oracle reporting (see appendix for listing) for a holistic view of the multi-year impact on campus unit and university-level net asset composition.

## Locate the Strategic Funding Requests Navigation Flow

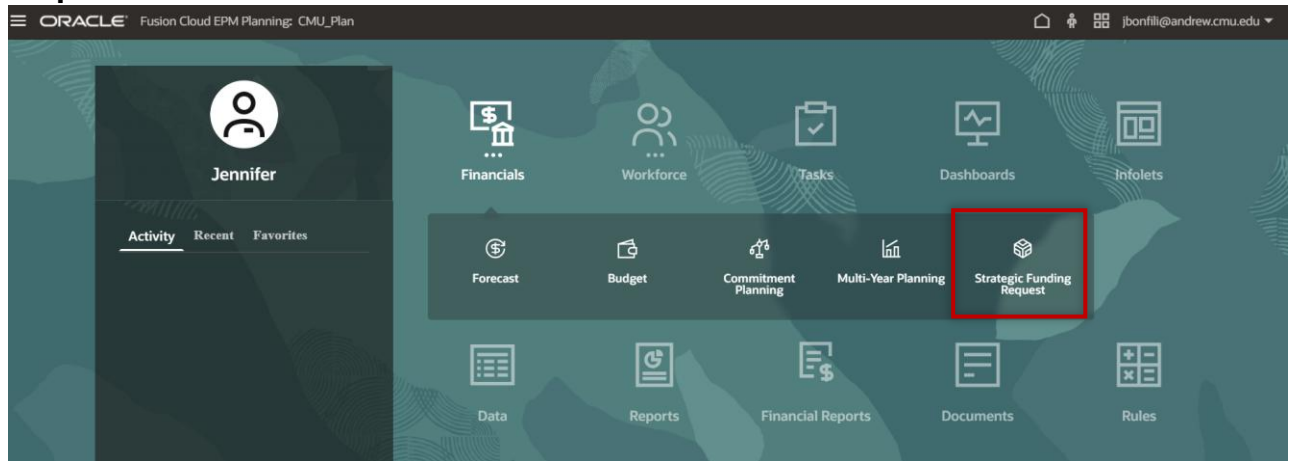
1. On the Oracle EPM home page, click the Navigation Flow icon on the top right-hand corner. The navigation flow icon contains 4 smaller squares to toggle between the multiple modules in the Oracle EPM tool.



2. Once you click the Navigation flow icon, you will see that there are multiple cubes to choose from, with blue hyperlinks. To access the Multi-Year Planning, click **CMU-Finance Lead**. Once you select **CMU-Finance Lead**, you will see that the blue link will change to grey.



3. From your Oracle EPM home page, click the **Financials** cluster and select the **Strategic Funding Requests** card.



# Adding a Central Funding Requests by Org

Request	Funding Type	Expense Type	Acad/ Admin	Total FTE	Unit Priority Ranking	Description	Strategic Pillar	Expenditure				Total Projection	Included in Current Forecast?	Request Status	
				No Year	No Year	No Year	No Year	FY25	FY26	FY27	FY28	No Year	No Year	No Year	
CIR Request 1	Base/Recurring	Salary/Benefit Expense	Admin		1	Priority1	Test1	Enhancing the CMU Experience	100000	500033	409943	209822	1773070	Yes	Submitted
CIR Request 2	Base/Recurring	Salary/Benefit Expense	Admin			Priority1	Test22	Enhancing the CMU Experience							
CIR Request 2	Startup/One-Time	Salary/Benefit Expense			5	Priority1	Test2	Enhancing the CMU Experience	40200		820000		860000	No	Submitted
CIR Request 2	Startup/One-Time	Salary/Benefit Expense				Priority1	Test	Enhancing the CMU Experience	20000	20000	20000	20000	140000		Submitted
CIR Request 4	IT Other Base (Run Rate)	Salary/Benefit Expense				Priority1	test	Enhancing the CMU Experience	20000	20000	20000	20000	140000		Submitted
CIR Request 5	One Time/Fixed Term	Salary/Benefit Expense	Admin			Priority4	Test Request	Leading at the Nexus of Science, Technology and							Submitted
CIR Request 5	Other Operating Expense	Salary/Benefit Expense				Priority5	TD Test	Broadening Our Societal, Cultural and Economic Impact	50000						
CIR Request 6	Base/Recurring	Salary/Benefit Expense	Admin			Priority1	Test	Enhancing the CMU Experience	200	200	200	200	50000		Submitted
CIR Request 7	Startup/One-Time	Salary/Benefit Expense	Admin		10	Priority1	New Funding	Leading at the Nexus of Science, Technology and	10000	10000	10000	10000	1400		Submitted
CIR Request 8	Startup/One-Time	Salary/Benefit Expense	Admin			Priority1	Test	Leading at the Nexus of Science, Technology and					70000		Submitted
CIR Request 9	Startup/One-Time	Salary/Benefit Expense	Admin			Priority1	Test	Broadening Our Societal, Cultural and Economic Impact							

## Central Funding Requests by Org:

1. On the first vertical tab, navigate to first tab labeled **Central Funding Requests by Org**. This form is to submit central requests to the Central Budget Office by Organization.
2. Click on the blue, hyperlinked dimensions to modify your POV for the relevant organization to review. Click **OK** to finalize your POV.
3. View the **Central Requests** for the selected organization on the Central Funding Requests form.

## How to Add a New Request on the Central Funding Requests by Org:

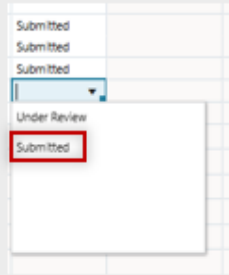
1. To add a new request, right click on the Central Funding Requests by Org form for the drop-down list that includes "Add New Request." Select **Add New Request**.
2. A new form will appear on the Screen entitled **Add New Request**.
3. Select an **Expense Type** by clicking on the Tab.
4. Select a **Strategic Pillar** by selecting a Strategic Pillar from the dropdown menu.
5. Select the **Funding Type** by clicking on the Tab.
6. Select the Unit Priority Ranking by clicking on the Tab. **NOTE: Priority 1 is the highest level of priority, 10 is the lowest level of priority.**
7. Enter a brief **Description** of the Funding Request. **NOTE: There is no limit on the character count.**
8. Once all the fields are completed the **Launch** button will turn grey. Click **Launch** to add the New Request to the Central Funding Requests by Org Form.


# Submitting a Central Funding Request

Requests	Funding Type	Expense Type	Acad./ Admin	Total FTE	Unit Priority Ranking	Description	Strategic Pillar	Expenditure				Total Projection	Included in Current Forecast?	Request Status
								No Year	No Year	No Year	No Year			
CR Request 1	Base/Recurring	Salary/Benefit Expense	Admin	1	Priority1	Test1	Enhancing the CMU Experience	100000	500033	409943	209822	1773070	Yes	Submitted
CR Request 2	Base/Recurring	Salary/Benefit Expense	Admin		Priority1	Test2	Enhancing the CMU Experience							
CR Request 3	Startup/One-Time	Salary/Benefit Expense	Admin	5	Priority1	Test2	Enhancing the CMU Experience	40000		80000		860000	No	Submitted
CR Request 4	IF Other Base (Run Rate)	Salary/Benefit Expense	Admin		Priority1	Test	Enhancing the CMU Experience	20000	20000	20000	20000	140000		Submitted
CR Request 5	One Time/Fixed Term	Salary/Benefit Expense	Admin		Priority4	TD Test	Leading at the Nexus of Science, Technology and Broadening Our Societal, Cultural and Economic Impact	50000				140000		Submitted
CR Request 6	Base/Recurring	Salary/Benefit Expense	Admin		Priority1	Test	Enhancing the CMU Experience	200	200	200	200	50000		Submitted
CR Request 7	Startup/One-Time	Salary/Benefit Expense	Admin	10	Priority1	New Funding	Leading at the Nexus of Science, Technology and Broadening Our Societal, Cultural and Economic Impact	10000	10000	10000	10000	1400		Submitted
CR Request 8	Startup/One-Time	Salary/Benefit Expense	Admin		Priority1	Test	Leading at the Nexus of Science, Technology and Broadening Our Societal, Cultural and Economic Impact					70000		Submitted
CR Request 9	Startup/One-Time	Salary/Benefit Expense	Admin		Priority1	Test	Broadening Our Societal, Cultural and Economic Impact							Submitted

## How to Submit A Central Budget Request

- After the Central Funding Request is launched via the Add New Central Request Form, it will automatically be added to the Input Form with the following key fields completed: **Expense Type, Strategic Pillar, Funding Type, Unit Priority by Ranking.**
- Fill out the remaining open field (**Total FTE**) by manual entry. **NOTE:** The Academic or Admin field will be automatically populated based on Organization Type.
- Enter your Funding Requests by each Fiscal Year. The sum of all Fiscal Year funding requests will calculate on the **Total Projection** field. Indicate if the Funding Request was included in the Current Forecast for this organization by typing **Yes** or **No** into the **Included in Current Forecast** column.
- Once you have completed and reviewed your Funding Request data, you must change the request status to submit a request. Use the Scroll Bar to navigate between to the far-right column labeled **Request Status**, to move your request from a blank status to **Submitted**. Once you change the status of the request it will be submitted to the Central Budget Office.
- To ensure the data you have submitted to the CBO is accurate, please view the [Comparison Requestor vs. CBO QRG](#).



**REMINDER:** Strategic Funding Forms require more manual entry than Workforce and Financial Input Forms. Please be sure to check you have entered all the data in your form before clicking "Submitted." 

# Capital Funding Requests by Org

Requests	Description	Location	New or Existing Project	CDFD Project Number (if existing)	Project Funding Secured	Capital Expenditure							Total Capital Expenditure	Estimated Completion Date	Comments and Project Details	Request Status
						Unit Funds	Internal Loan	Gifts	Sponsored Research	Central	Provost / President	Other				
Capex Request 1	Funding Request for Capital	LDC1	New	800001	Yes	10010			50010	10010	80232	88732	238994	10/17/04	test	Submitted
Capex Request 2	Test2	LDC2	New		Yes	877622	872000	4000	330000	42220	922000	10000	3057842	10/23/04		Submitted
Capex Request 3	Test3	LDC3	New	8003	Yes											
Capex Request 4	Test	loc02	New	9000	Yes	2000	1000	1000	1000	1000	1000	1000	8000			Submitted
Capex Request 5	Test	LDC4	Existing		Yes											
Capex Request 6	Test New	LDC5	New		Yes											
Capex Request 7	Test 7	LDC7	New		Yes											
Capex Request 8	Test 4	LDC8	New		Yes											

## Capital Funding Requests by Org:

1. On the first vertical tab, navigate to second tab labeled **Capital Funding Requests by Org**. This form is to submit Capex requests to the Central Budget Office by Organization.
2. Click on the blue, hyperlinked dimensions to modify your POV for the relevant organization to review. Click **OK** to finalize your POV.
3. View the **Capital Funding Requests** for the selected organization on the Capital Funding Requests form.

## How to Add a New Project on the Capital Funding Requests by Org:

1. To add a new project, right click on the Capital Funding Requests by Org form for the drop-down list that includes "Add New Project." Select **Add New Project**.
2. A new form will appear on the Screen entitled **Add New Project**.
3. Enter a brief **Description** of the request.
4. Enter the **Location** of the request.
5. Select **Yes** or **No** to indicate if the Funding is Secured.
6. Select if the project is an **Existing** or **New** project.
7. Once all the fields are completed the **Launch** button will turn grey. Click **Launch** to add the New Project to the Capital Funding Requests by Org Form.

# Capital Funding Requests by Org Fields

Strategic Funding Request | Tasks | Dashboards | Infolinks | Data | Reports | Academy

## Capital Funding Requests By Org

Organisation: 800001 - CENTRAL OPERATIONS

Description	Location	New or Existing Project	CFDF Project Number (If Existing)	Project Funding Secured	Capital Expenditure							Total Capital Expenditure	Estimated Completion Date	Comments and Project Details	Request Status
					Unit Funds	Internal Loan	Gifts	Sponsored Research	Central	Provost / President	Other				
No Fund	No Fund	No Fund	No Fund	No Fund									No Fund	No Fund	No Fund

**Requests**

- Capital Funding Request that contains information on Capital Expenditure. Please note that the Capital Expenditure requests are categorized numerically, and a user must provide additional detail on the specific request in the **Description** column. **NOTE:** Users cannot change the title of the Request.

**Description**

- Details about the Capital Funding Request. Please provide the level of detail required to understand the nature of the Capital Funding request.

**Location**

- This field is used to identify and differentiate Capital Funding requests based on their location.

**New or Existing Project**

- Users should indicate if the request is related to a New or an Existing project by selecting Yes or No from the dropdown.

**CFDF Project Number (If Existing):**

- Users should manually update **Project Number** to reflect the unique number assigned to the project for tracking purposes. **NOTE:** This field is optional for projects without an assigned number.

**Capital Expenditure:**

- Users should allocate funding across **Unit Funds, Internal Loan, Gifts, Sponsored Research, Central Funds, Provost/President, and Other Funds.**

**Total Capital Expenditure**

- Users can reference the **Total Forecasted Spend** column for the sum of all Capital Expenditure associated with the funding request.

**Estimated Completion Date**

- Users can capture the projected date by which a specific Capital Funding request is to be completed.

**Comments and Project Details**

- Users can add any comments related to the Capital **Expenditure Request.**

**Funding Request:**

- Once you have completed and reviewed your Funding Request data, you must change the request status to submit a request. Use the Scroll Bar to navigate between to the far-right column labeled **Request Status**, to move your request from a blank status to **Submitted**. Once you change the status of the request it will be submitted to the Central Budget Office.

Submitted  
Submitted  
Submitted  
Under Review  
Submitted

# Strategic Funding Summary

This form provides a summary view of all Central Funding Requests and Capital Requests by Organization.

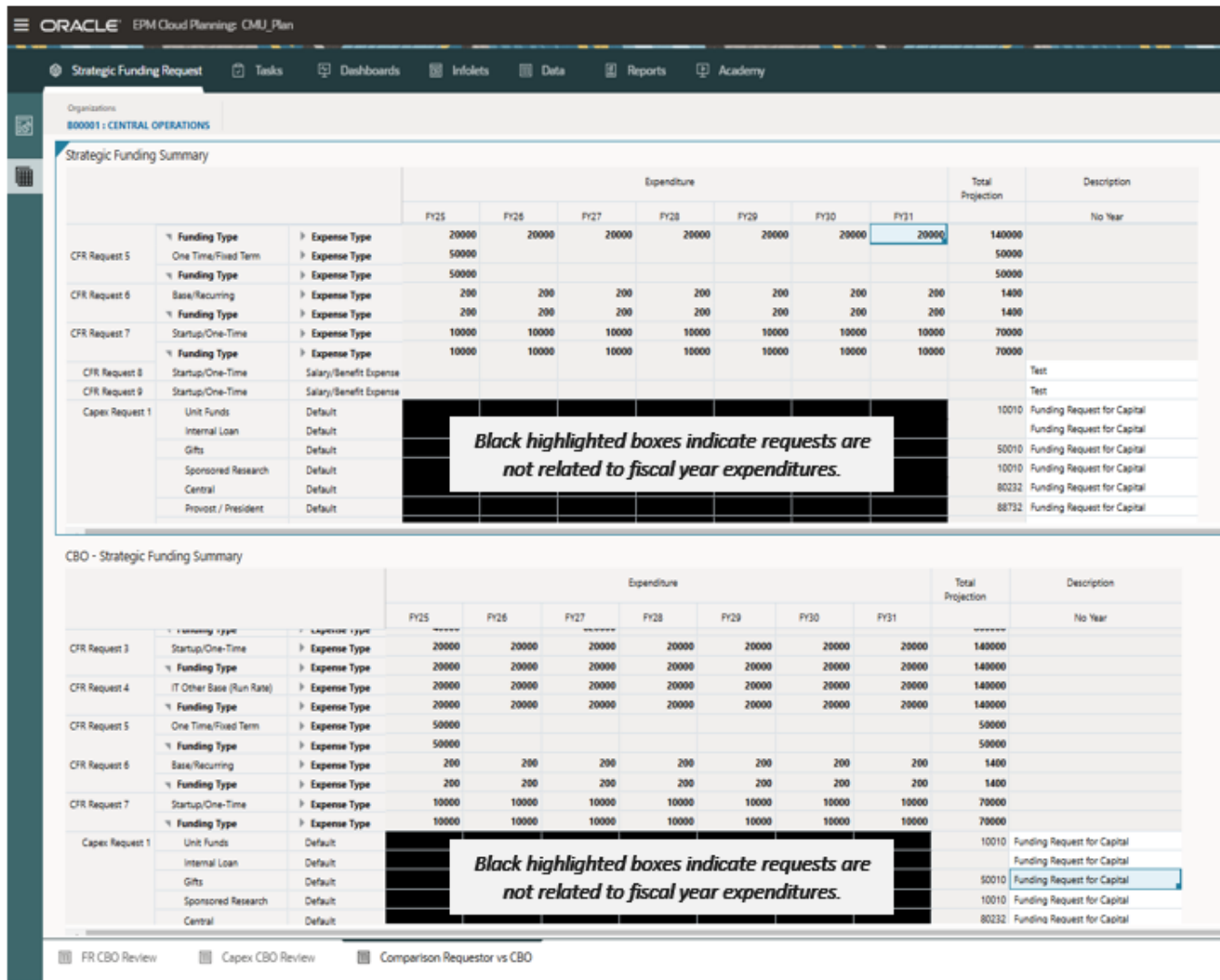
Requests	Funding Type	Expense Type	Expenditure							Total Projection	Description
			FY25	FY26	FY27	FY28	FY29	FY30	FY31		
CFR Request 1	Base/Recurring	Expense Type	100000	500033	405943	209822	312222	22828	222222	1773070	
	↳ Funding Type	↳ Expense Type	100000	500033	405943	209822	312222	22828	222222	1773070	
CFR Request 2	Startup/One-Time	Expense Type	40000		820000					860000	
	↳ Funding Type	↳ Expense Type	40000		820000					860000	
CFR Request 3	Startup/One-Time	Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
	↳ Funding Type	↳ Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
CFR Request 4	IT Other Base (Run Rate)	Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
	↳ Funding Type	↳ Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
CFR Request 5	One Time/Fixed Term	Expense Type	50000							50000	
	↳ Funding Type	↳ Expense Type	50000							50000	
CFR Request 6	Base/Recurring	Expense Type	200	200	200	200	200	200	200	1400	
	↳ Funding Type	↳ Expense Type	200	200	200	200	200	200	200	1400	
CFR Request 7	Startup/One-Time	Expense Type	10000	10000	10000	10000	10000	10000	10000	70000	
	↳ Funding Type	↳ Expense Type	10000	10000	10000	10000	10000	10000	10000	70000	
CFR Request 8	Startup/One-Time	Salary/Benefit Expense									Test
CFR Request 9	Startup/One-Time	Salary/Benefit Expense									Test
Capex Request 1	Unit Funds	Default								10010	Funding Request for Capital
	Internal Loan	Default									Funding Request for Capital
	Gifts	Default								50010	Funding Request for Capital
	Sponsored Research	Default								10010	Funding Request for Capital
	Central	Default								80232	Funding Request for Capital
	Provost / President	Default								88732	Funding Request for Capital
	Other	Default									Funding Request for Capital
	↳ Funding Type	Default								238994	
Capex Request 2	Unit Funds	Default								877622	Test2
	Internal Loan	Default								872000	Test2
	Gifts	Default								4000	Test2
	Sponsored Research	Default								330000	Test2
	Central	Default								42220	Test2
	Provost / President	Default								922000	Test2
	Other	Default								10000	Test2
	↳ Funding Type	Default								3057842	
Capex Request 3	Unit Funds	Default									Test3

## Strategic Funding Summary:

1. On the first vertical tab, navigate to third horizontal tab labeled **Strategic Funding Summary**. This form is to review both **Central Funding Requests** and **Capex Funding Requests** submitted by a user to the Central Budget Office by Organization in one summary view.
2. Click on the blue, hyperlinked dimensions to modify your POV for the relevant organization to review. Click **OK** to finalize your POV.
3. View all the **Central Funding Requests** and **Capital Funding Requests** for the selected organization on the Strategic Funding Summary Form.
4. To compare this Strategic Funding Summary to what is visible to the CBO, view the [Comparison Requestor vs. CBO QRG](#).

## Comparison Requestor vs. CBO (Central Budget Office)

This provides an overview of a side-by-side view of all Central Funding Requests and Capital Requests by Organization. The lower half of the dashboard shows what has been 'submitted' to the Central Budget Office for review.



The screenshot displays two side-by-side tables comparing funding requests from the Requestor's perspective (top) and the CBO's perspective (bottom). Both tables show columns for fiscal years (FY25-FY31), Total Projection, and Description. A callout box highlights that black highlighted boxes in the expenditure columns indicate requests not related to fiscal year expenditures.

			Expenditure							Total Projection	Description
			FY25	FY26	FY27	FY28	FY29	FY30	FY31		No Year
CFR Request 5	Funding Type	Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
	One Time/Fixed Term	Expense Type	50000							50000	
CFR Request 6	Funding Type	Expense Type	50000							50000	
	Base/Recurring	Expense Type	200	200	200	200	200	200	200	1400	
CFR Request 7	Funding Type	Expense Type	200	200	200	200	200	200	200	1400	
	Startup/One-Time	Expense Type	10000	10000	10000	10000	10000	10000	10000	70000	
CFR Request 8	Funding Type	Expense Type	10000	10000	10000	10000	10000	10000	10000	70000	
CFR Request 8	Startup/One-Time	Salary/Benefit Expense									Test
CFR Request 9	Startup/One-Time	Salary/Benefit Expense									Test
Capex Request 1	Unit Funds	Default									10010 Funding Request for Capital
	Internal Loan	Default									Funding Request for Capital
	Gifts	Default									50010 Funding Request for Capital
	Sponsored Research	Default									10010 Funding Request for Capital
	Central	Default									80232 Funding Request for Capital
	Provost/ President	Default									88732 Funding Request for Capital

			Expenditure							Total Projection	Description
			FY25	FY26	FY27	FY28	FY29	FY30	FY31		No Year
CFR Request 3	Funding Type	Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
	Startup/One-Time	Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
CFR Request 4	Funding Type	Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
	IT Other Base (Run Rate)	Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
CFR Request 5	Funding Type	Expense Type	20000	20000	20000	20000	20000	20000	20000	140000	
	One Time/Fixed Term	Expense Type	50000							50000	
CFR Request 6	Funding Type	Expense Type	50000							50000	
	Base/Recurring	Expense Type	200	200	200	200	200	200	200	1400	
CFR Request 7	Funding Type	Expense Type	200	200	200	200	200	200	200	1400	
	Startup/One-Time	Expense Type	10000	10000	10000	10000	10000	10000	10000	70000	
CFR Request 7	Funding Type	Expense Type	10000	10000	10000	10000	10000	10000	10000	70000	
Capex Request 1	Unit Funds	Default									10010 Funding Request for Capital
	Internal Loan	Default									Funding Request for Capital
	Gifts	Default									50010 Funding Request for Capital
	Sponsored Research	Default									10010 Funding Request for Capital
	Central	Default									80232 Funding Request for Capital

### Strategic Funding Summary:

1. On the second vertical tab, navigate to third horizontal tab labeled **Comparison Requestor vs. CBO**. This form is to review both **Central Funding Requests** and **Capex Funding Requests** submitted by a user to the Central Budget Office by Organization in one summary view alongside what the information available to the CBO.
2. Click on the blue, hyperlinked dimensions to modify your POV for the relevant organization to review. Click **OK** to finalize your POV.
3. View all the **Central Funding Requests** and **Capital Funding Requests** for the selected organization on the Strategic Funding Summary Form from the view of the requestor and the CBO. This view allows users and the CBO to cross compare data entry.

# APPENDIX

## List of Organizations available for Multi-Year Planning

Select Members

Organization ▾

...

Search

▽

Organization

No Entity

Organization Total

B00001: CENTRAL OPERATIONS

B01000: PRESIDENT'S OFFICE

B01002: LEGAL & RISK

B10000 : PROVOST ADMIN (EXCL STUDENT AID)

D74010 : STUDENT AID

B11000: COMPUTING SERVICES DIVISION

B13000: OFFICE OF THE VICE PRESIDENT FOR RESEARCH

C21000: CFA - COLLEGE OF FINE ARTS

C22000: CIT - CONSOLIDATED

C23000: TEPPER SCHOOL OF BUSINESS AT CARNEGIE MELLON

C24000: DIETRICH COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

C25000: HEINZ COLLEGE

C26000: MCS - MELLON COLLEGE OF SCIENCE

C27000: SCS - SCHOOL OF COMPUTER SCIENCE

C28000: INTER-COLLEGE PROGRAMS

C29000: CMU ONLINE OPERATING UNIT

C31000: SEI

B41000: PROVOST - LIBRARIES

B50000: DIVISION OF FINANCE

B59990: UNIVERSITY SUBSIDIARIES

B60000: VP - UNIVERSITY ADVANCEMENT

B70000 : FIRM (EXCL FMS, UTILITIES, AND CAMPUS SERVICES)

FMS OPERATIONS : FMS UNIVERSITY ENGINEER

FMS UTILITY MANAGEMENT FEE : FMS UTILITIES

D78000 : DIVISION OF CAMPUS SERVICES

B75000 : STUDENT AFFAIRS (EXCL HOUSING AND DINING)

F75030 : HOUSING SERVICES

F75040 : DINING SERVICES

B80000: MARKETING & COMMUNICATIONS

B90000: QATAR

# List of Funding Source categories available for Multi-Year Planning

Select Members

**Fund** ▼ ...

Search ▼

▲ Funding\_Source ▲

- ▲ Total Fund
  - ▲ QTRLY REVIEW TOTAL FS
    - ▲ QTRLY REVIEW GENERAL OPERATING
      - D00000 : GENERAL OPERATING
      - D00004 : GENERAL INSTITUTIONAL
    - ▲ QTRLY REVIEW DESIGNATED OPR
      - D06000 : DESIGNATED OPERATING
      - 000009 : CONVERSION HOLDING
      - F00100 : DIVISION OPERATIONS
      - F01000 : AWARDS
      - F02000 : PROFESSORSHIPS
      - F03000 : SCHOLARSHIPS
      - F04000 : FELLOWSHIPS
      - 062100 : SEI COST RECOVERY
      - 062140 : SEI SELF SUPPORTING
      - 062150 : SEI CR OTHER AGREEMENT
      - 090100 : CAPITAL RESERVE
    - ▲ QTRLY REVIEW SPONSORED PROJ.
      - 062110 : SEI OTHER DIRECT EXPENSE
      - 062120 : SEI PTO
      - E07000 : FEDERAL SPONSORS
      - E08000 : NON-FEDERAL SPONSORS
      - E08900 : FUTURE FUNDING
    - ▲ AUXILIARY & RECHARGE
      - D05000 : AUXILIARY
      - D05500 : RECHARGE
    - ▲ QTRLY REVIEW TEMP. RESTRICTED
      - D10000 : TEMPORARILY RESTRICTED ENDOWE...
      - D20000 : TEMPORARILY RESTRICTED CONTRIB...