

Financial & Budget Position Report

Purpose

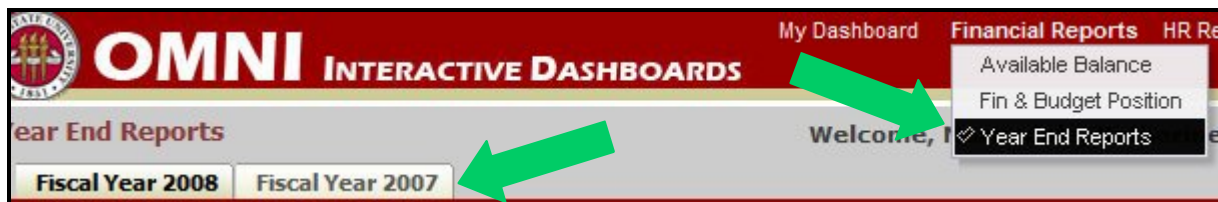
The “Financial & Budget Position Report” includes information from both the General Ledger (GL) and Commitment Control (KK) Ledgers. It is used to inform key personnel of the resources they have available as of a point in time, and also of variances between actual financial activity and budgeted amounts. It may be subtotaled in various ways. (Note: This report does not include C&G funds.)

The report shows:

- **Balance Sheet Accounts**
 - Totals from the GL
 - Subtotaled by *Cash, Investments, Receivables, Liabilities, and Equity*
- **Expense Accounts**
 - Totals from the GL
 - Budget, Encumbrance, Expense, and Available Balance data from KK
 - By Budgetary Account
 - Showing any variances between GL totals and KK totals

(Note: These variances may occur due to timings issues related to when transactions post to the ledgers, are temporary, and typically correct themselves.)
- **Revenue Accounts**
 - Totals from the GL
 - Totals from KK
 - *Interest Revenue* and *Transfers In* shown separately from other *Revenue*
 - Showing variances between actual revenue and budgeted revenue

Users can generate reports throughout an accounting period as needed for the current fiscal year. While users cannot generate reports on prior fiscal years, official versions of the report are generated as of the end of each fiscal year and archived (beginning with Fiscal Year 2009). These official archived reports can be accessed by selecting “Year End Reports” from the Financial Reports menu in OBI. Use the tabs at the top of the screen to access different fiscal years.



Overview

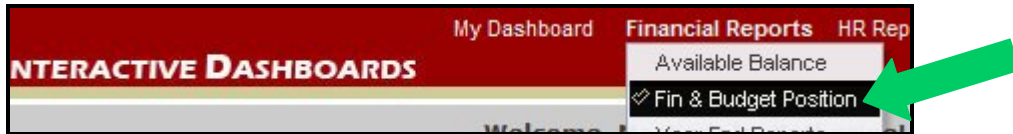
1. Log into OBI Reporting.
2. Select appropriate criteria for report category, fiscal year, period, division(s), school(s), area(s), fund(s), and department(s).
3. Review the Financial & Budget Position Report.

Navigation

OMNI Portal > OBI Reporting > Financial Reports > Fin & Budget Position

Step 1

Begin by logging into OBI Reporting from the OMNI Portal and selecting “Fin & Budget Position” from the Financial Reports menu at the top of the screen. This report defaults to the “Fin & Budget Position by Division, School and Area” tab. Typically, this is the report that departments will use. The “Fin & Budget Position by Budget Entity / Fund” tab is primarily for Budget Office use.

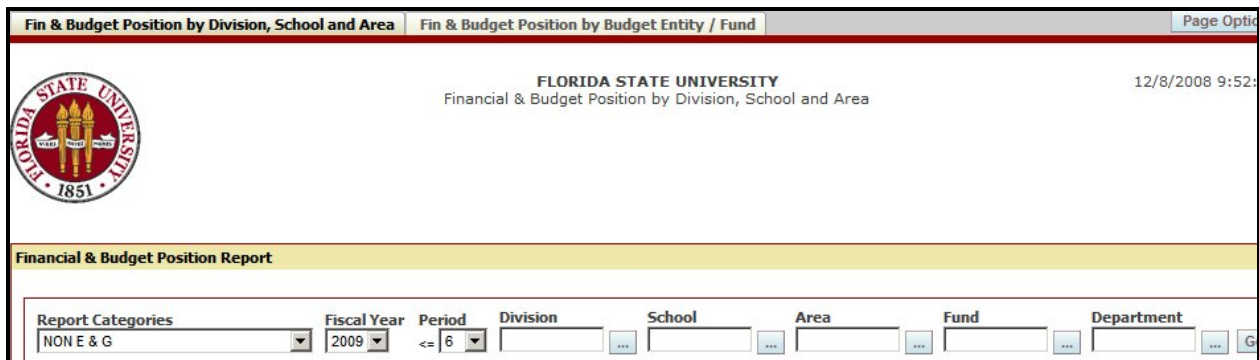


Step 2

Next select the appropriate report category from the drop down list. The choices include:

- “E & G – FSU – CARRY FORWARD” (Includes all E&G Non-Medical Carryforward Funds)
- “E & G – FSU – CURRENT YEAR” (Includes all E&G Non-Medical Current Year Funds)
- “E & G – MEDICAL – CARRY FORWARD” (Includes all E&G Medical Carryforward Funds)
- “E & G – MEDICAL – CURRENT YEAR” (Includes all E&G Medical Current Year Funds)
- “NON E & G” (Includes all funds other than E&G and C&G, e.g. Auxiliaries, DRS, Locals)

Complete your selections by choosing the appropriate values for Fiscal Year, Period, Division, School, Area, Fund, and/or Department. Any of these prompts may be left blank, as making a selection will limit the data returned. For instance, if a division is chosen, the data will be filtered to show only the selected division. This same principle applies to each lower level choice.




Lines with no activity do not appear on the report. Therefore, if a selection is included for which there is no activity, they will not affect report results.

Step 3

Review the Financial & Budget Position Report. This report is based upon the University's organizational structure. Departments roll up to areas; areas roll up to schools/colleges; schools/colleges roll up to divisions.

If a prompt (such as department) is utilized in Step 2, the data returned will filter on the selection. However, the report will initially show the results at the University level.

Fin & Budget Position by Division, School and Area
Fin & Budget Position by Budget Entity / Fund
Page Options



FLORIDA STATE UNIVERSITY
Financial & Budget Position by Division, School and Area

12/8/2008 10:07:50 AM

Financial & Budget Position Report

Report Categories	Fiscal Year	Period	Division	School	Area	Fund	Department
NONE & G	2009	<= 6				320 - Auxiliary	

[Drill to Division Level](#)
 [Drill to School Level](#)
 [Drill to Area Level](#)
 [Drill to Department Level](#)

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Group	Fund Code	Fund Desc	General Ledger (A)	Budget (B)	KK Expense (C)	Encumbrance (D)	Available Balance (B-C-D)	KK Exp Over/ (Under) GL Exp (C-A)	Revenue Over/ (Under) Estimate (B-A)	% KK Exp/Enc to Budget (C+D/B)
University	320	Auxiliary Enterprises	Cash	50,938.83						
			Investments	65,692,371.09						

To view the results at a lower level, choose the appropriate "drill down" link. For instance, to see the data by department, follow the "Drill to Department Level" link.

[Drill to Division Level](#)
 [Drill to School Level](#)
 [Drill to Area Level](#)
 [Drill to Department Level](#)

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Group	Division	School	Area	Fund Code	Fund Desc	Department Id	Department Desc		
University	University Relations	University Communications	Public Affairs	320	Auxiliary Enterprises	048004	Photo Lab	Balance Sheet Accounts	Cash
									Liabilities
									Equity
								Balance Sheet Accounts Total	
	Expense Accounts	Expense							
		OCO							
		Salary							