

Commitment Control Inquiry - Budget Details

Purpose

Budget, Encumbrance, Expense, and Available Budget Balance figures can be found in OMNI Financials by performing a Commitment Control Inquiry. Balances found on the Commitment Control screens reflect current OMNI activity.

There are two types of inquiries available: Budget Details, which may be used to view a single department-fund-account combination, and Budgets Overview, which may be used to view a range of departments, funds, and/or accounts. This job aid covers the Budget Details inquiry only. See the "Commitment Control Inquiry – Budgets Overview" job aid to learn more about the Budgets Overview inquiry.

Overview

1. Log into OMNI Financials and navigate to the Budget Details screen.
2. Enter appropriate search criteria and click the "Search" button.
3. Review the Commitment Control Budget Details screen.

Navigation


OMNI Portal > OMNI Financials > Commitment Control > Review Budget Activities > Budget Details


Step 1

Begin by logging into OMNI Financials from the OMNI Portal. Navigate to the Budget Details screen as described above.

The screenshot displays the OMNI Financials interface. At the top, it says "OMNI FINANCIALS" and "ONLINE MANAGEMENT OF NETWORKED INFORMATION" with "FLORIDA STATE UNIVERSITY" on the right. Below the header is a "Welcome!" message and a "Home" link. A "Menu" sidebar on the left lists various options, with "Review Budget Activities" expanded to show "Budget Details", "Budgets Overview", "Ledger Inquiry Set", and "Activity Log". A green arrow points to "Budget Details". The main content area is titled "Budget Details" and includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" section with search criteria fields: "Business Unit" (dropdown with "FSU01" entered), "Department Group" (dropdown), "Account" (dropdown with "begins with" selected), "Department" (dropdown with "begins with" selected), and "Fund Code" (dropdown with "begins with" selected). Each field has a search icon to its right.

Step 2







Next enter the criteria for which you would like to perform your search. You may use the  buttons to search for values or may type them directly into the fields.

The only required field is Ledger Group. To search for a Ledger Group, click the  button on the Ledger Group line.

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=	<input type="text" value="FSU01"/>	
Ledger Group:	=	<input type="text"/>	
Account:	begins with	<input type="text"/>	
Department:	begins with	<input type="text"/>	
Fund Code:	begins with	<input type="text"/>	
Budget Reference:	begins with	<input type="text"/>	

Select the appropriate ledger for your search. Most users will use CC_EXP_GRP.

Look Up Ledger Group

SetID:

Ledger Group:

[Basic Lookup](#)

Search Results

View All First 1-8 of 8 Last

Ledger Group	Description	Ledger Group
CC_EXP_GRP	Non-Project CC Exp Ledger Grp	Expense
CC_REV_GRP	Non-Project CC Rev Ledger Grp	Revenue
KKG MCHD	KK Grants Child Ledger Group	Expense
KKGMPAR	KK Grants Parent Ledger Group	Expense
KKPCCHD	KK Construction Child Group	Expense
KKPCPAR	KK Construction Parent Group	Expense
KK_DTL_EXP	Detail Expense Budget Group	Expense
KK_DTL_REV	Detail Revenue Budget Group	Revenue

Other common search criteria are Account (for which you must enter a budgetary account such as 710000-Salary, 720000-OPS, etc.), Department, Fund Code, and Budget Period (fiscal year).

Once you have completed your selections, click the "Search" button.

Budget Details
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] FSU01

Ledger Group: [=] CC_EXP_GRP

Account: [begins with] 740000

Department: [begins with] 046000

Fund Code: [begins with] 110

Budget Reference: [begins with]

ChartField 1: [begins with]

ChartField 2: [begins with]

ChartField 3: [begins with]

PC Business Unit: [begins with]


Project: [begins with]

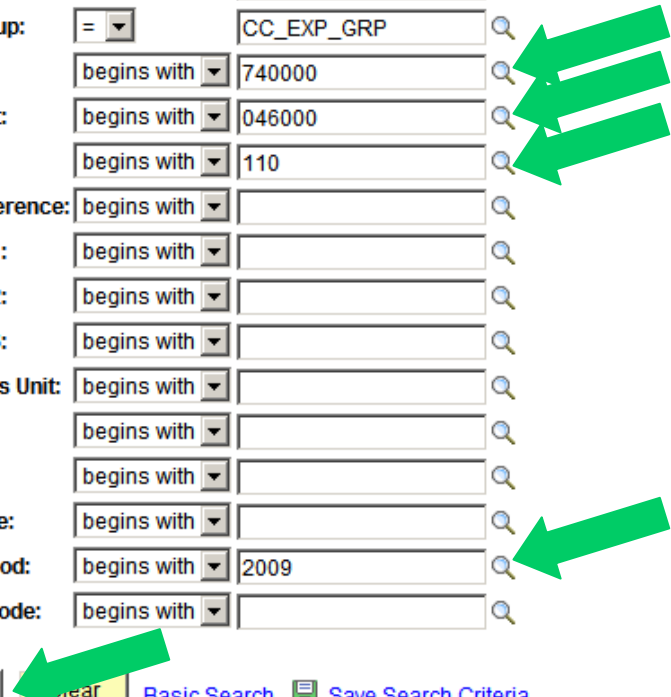
Activity: [begins with]

Source Type: [begins with]

Budget Period: [begins with] 2009

Statistics Code: [begins with]

Search [Clear] [Basic Search](#)  [Save Search Criteria](#)




Step 3

Depending on the search criteria you used, you may be taken directly to the Commitment Control Budget Details screen, or you may see a list of Search Results. (For instance, if you only enter a value for Department, you may get a list of results with lines for each Account, Fund Code, Budget Period, etc.) In this case, choose the line that contains the information you would like to review, and click on any of the blue links on that line.

Search Results
[View All](#)

Business Unit	Ledger Group	Account	Department	Fund Code	Budget Reference	ChartField 1	ChartField 2
FSU01	CC EXP GRP	710000	046000	110	(blank)	(blank)	(blank)
FSU01	CC EXP GRP	740000	046000	110	(blank)	(blank)	(blank)



The Commitment Control Budget Details screen will show Budget, Encumbrance, Expense, and Available Budget figures for the search criteria listed at the top of the screen. (For the Available Budget, the “Without Tolerance” and “With Tolerance” figures should always be the same.)

Commitment Control Budget Details

Business Unit	Ledger Group	Dept	Fund	Account	Budget Period
FSU01	CC_EXP_GRP	046000	110	740000	2009

Display Chart i

Ledger Amounts

Budget:	21,202.00 USD			Attributes	Max Rows: <input style="width: 50px;" type="text" value="9999"/>
Expense:	5,532.18 USD			Parent / Children	
Encumbrance:	0.00 USD			Associated Budgets	
Associate Revenue:	0.00 USD				

Available Budget

Without Tolerance:	15,669.82	USD	Percent: (73.91%)	Forecasts
With Tolerance:	15,669.82	USD	Percent: (73.91%)	

Budget Exceptions

Exception Errors:	0	Exception Warnings:	17	Budget Exceptions
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Note: Some processes run by the University while closing a fiscal year (such as rolling PO's) may change figures on the Commitment Control Budget Details screen. For this reason, you should rely on figures for the current fiscal year only.

Official versions of the Available Balance Report are generated as of the end of each fiscal year and archived (beginning with Fiscal Year 2007). These official archived reports can be accessed by selecting “Year End Reports” from the Financial Reports menu in OBI. For more information on this, see the “Running the Available Balance Report” job aid.