

## *OMNI BI Reporting Training*

### **Running the Financial & Budget Position Report**

#### **Overview:**

#### **Understanding the Financial & Budget Position Report in OMNI BI Reporting**

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**
  - o Totals from the GL
  - o Subtotaled by Cash, Investments, Receivables, Liabilities, and Equity
- **Expense Accounts**
  - o Totals from the GL
  - o Budget, Encumbrance, Expense, and Available Balance data from KK
  - o Subtotaled by Budgetary Account
  - o Any variances between GL and KK totals (which may occur due to timing issues, are temporary, and typically correct themselves)
- **Revenue Accounts**
  - o Totals from the GL
  - o Totals from KK
  - o Interest Revenue and Transfers In shown separately from other Revenue
  - o 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). For more information, see the **Viewing Year End Reports** tutorial.

#### **Scenario:**

In this topic, you will learn the steps to run the Financial & Budget Position Report in OMNI BI Reporting.

#### **Key Information:**

Budget Entity  
Accounting Period  
Division (optional)  
School (optional)  
Area (optional)  
Fund (optional)  
Department (optional)

***Estimated Length:*** 3 Minutes

Step	Action
1.	Click the <b>OBI Reporting</b> link. <a href="#">OBI Reporting</a>

Step	Action
2.	Click the <b>Financial Reports</b> link. <a href="#">Financial Reports</a>

# Training Guide

## OMNI BI Reporting

Step	Action
3.	Click the <b>Fin &amp; Budget Position</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Fin &amp; Budget Position</div>

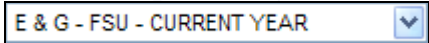




**Financial & Budget Position Report**

Report Categories: E & G - FSU - CURRENT YEAR | Fiscal Year: 2010 | Period: 9

Drill to Division Level | Drill to School Level | Drill to Area Level | Drill to Department Level

Refresh - Print - Download - Add to Briefing Book

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	110	E&G General Revenue	Cash	(6,794,405.39)						
			Investments	55,328,788.82						
			Receivables	51,615.18						
			Liabilities	(6,416,662.16)						
			Equity	(0.02)						
			Balance Sheet Accounts		42,169,336.43					



Step	Action
4.	<p>This report defaults to the <b>Fin &amp; Budget Position by Division, School and Area</b> tab, the version that departments will typically use.</p> <p>The <b>Fin &amp; Budget Position by Budget Entity/Fund</b> version is primarily for Budget Office use.</p>
5.	<p>Data contained within this report may be a day or two behind OMNI data.</p> <p>Be sure to make note of the date and time of the last load from OMNI in case this impacts your results.</p>
6.	<p>Click the <b>Report Categories</b> list.</p> 
7.	<p>Choose one of the Report Categories.</p> <p>For the purpose of this example, click the <b>AUX &amp; OTHER FUNDS</b> list item.</p> 
8.	<p>This report can only be generated for the current <b>Fiscal Year</b>.</p> <p><b>NOTE:</b> For more information regarding how to view reports for prior fiscal years, see the <b>Viewing Year End Reports</b> tutorial.</p>
9.	<p>Click the <b>Period</b> list.</p> 
10.	<p>Choose the Accounting Period for which you would like to view results.</p> <p>For the purpose of this example, click the <b>4</b> list item, which corresponds to October.</p> 
11.	<p>The remaining prompts are optional. 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.</p> <p><i>Most departmental users will choose to run the report for their department(s) only.</i></p>
12.	<p>For the purpose of this example, we will only choose a selection for Department.</p> <p>To make a selection for Department, click the <b>...</b> button beside <b>Department</b>.</p> 

# Training Guide

## OMNI BI Reporting

The screenshot displays the OMNI Interactive Dashboards interface for Florida State University. A 'Multi-Select' dialog box is open, allowing users to filter and select items. The 'Match' field is set to 'begins with'. The list of items includes various department codes and names, such as '001000 - President's Office'. A list item is highlighted in blue. Navigation buttons (<, >, <<, >>) are visible. The background shows a financial report table with columns for 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), and % KK Exp/Enc to Budget (C+D/B).

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	110	E&G General Revenue	Cash	(6,794,405.39)							
			Investments	55,328,788.82							
			Receivables	51,815.18							
			Liabilities	(6,416,662.16)							
			Equity	(0.02)							
			Balance Sheet Accounts	42,169,336.43							

Step	Action
13.	Enter the desired Department ID into the <b>Match</b> field.
14.	Click the <b>Go</b> button. 
15.	Select the desired Department from the list.
16.	Click the <b>&lt;</b> button to move a highlighted list item to the <b>Selected</b> area. 

OMNI INTERACTIVE DASHBOARDS

My Dashboard Home Financial Reports HR Reports Cost Center

Fin & Budget Position

Dashboards - Answers - More Products - My Account - Log Out

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 3/24/2010 11:25:25 AM

**Multi-Select**

Selected: 046001 - Budget & Analysis Overhead

Match: begins with 046 Go

- 046000 - Budget & Analysis
- 046002 - Budget & Analysis ERP Backfill
- 046003 - Unemployment Compensation
- 046004 - Budget & Analysis Vending
- 046005 - BAD- Institutional Research
- 046005 - BSD-Institutional Research

Choices Returned: 1 - 7

OK Cancel

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	110	E&G General Revenue	Cash	(6,794,405.39)							
			Investments	55,328,788.82							
			Receivables	51,815.18							
			Liabilities	(8,416,662.16)							
			Equity	(0.02)							
			Balance Sheet Accounts	42,169,336.43							

Step	Action
17.	<p>The chosen Department should now appear in the Selected area.</p> <p><b>NOTE:</b> Lines with no activity do not appear on the report. Therefore, including selections with no activity will not affect report results.</p> <p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>

# Training Guide

## OMNI BI Reporting

My Dashboard Home Financial Reports HR Reports Cost Center

Fin & Budget Position
Dashboards - Answers - More Products - My Account - Log Out

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

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

3/24/2010 11:25:25 AM

Data contained within this report was last loaded on 3/24/2010 5:01:24 AM

**Financial & Budget Position Report**

Report Categories	Fiscal Year	Period	Division	School	Area	Fund	Department
AUX & OTHER FUNDS	2010	<= 4					'046001 - Budget

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

[Refresh](#) - [Print](#) - [Download](#) - [Add to Briefing Book](#)

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	110	E&G General Revenue	Cash	(6,794,405.39)						
			Investments	55,328,788.82						
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			Liabilities	(6,416,662.16)						
			Equity	(0.02)						
			Balance Sheet Accounts		42,169,336.43					

Step	Action
18.	Click the <b>Go</b> button. 
19.	The report will appear below the search prompts.  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 running the report, the data returned will filter on the selection. However, the report will initially show the results at the University level.
20.	To view the results at a lower level, choose the appropriate <b>Drill to...</b> link.  For the purpose of this example, click the <b>Drill to Department Level</b> link. 



FLORIDA STATE UNIVERSITY  
Financial & Budget Position Department Level Data

3/24/2

Group	Division	School	Area	Fund Code	Fund Desc	Department Id	Department Desc		General Ledger (A)	Budget (B)	KK Expense (C)	Encumbrance (D)	Available Balance (B-C-D)	KK Exp Over/ (Under) GL Exp (C-A)	Rev Ove (Un) Est (B-A)							
University	Finance & Administration	AVP Budget Plan Financial Svcs	Budget & Analysis	330	Auxiliary Overhead	046001	Budget & Analysis Overhead	Balance Sheet Accounts	Cash	136,564.73												
									Equity	(50,818.33)												
								Balance Sheet Accounts Total		85,746.40												
								Expense Accounts	Expense	0.00	458.00	0.00	0.00	458.00	0.00							
									Salary	37,352.60	122,641.00	37,352.60	86,649.77	(1,361.37)	0.00							
								Expense Accounts Total		37,352.60	123,099.00	37,352.60	86,649.77	(903.37)	0.00							
								Revenue Accounts	Transfers In	(123,099.00)	(123,099.00)											
								Revenue Accounts Total		(123,099.00)	(123,099.00)											
								046001 Total									0.00	0.00	37,352.60	86,649.77	(903.37)	0.00
								330 Total									0.00	0.00	37,352.60	86,649.77	(903.37)	0.00
								Budget & Analysis Total									0.00	0.00	37,352.60	86,649.77	(903.37)	0.00
								AVP Budget														

Step	Action
21.	Review the report results.  <b>NOTE:</b> A summary of your selections for each of the prompts will appear at the bottom of the report.
22.	To return to the Dashboard, click the <b>Home</b> link. <a href="#">Home</a>
23.	<b>Congratulations!</b> You have completed the topic.  <b>End of Procedure.</b>