

## *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:**

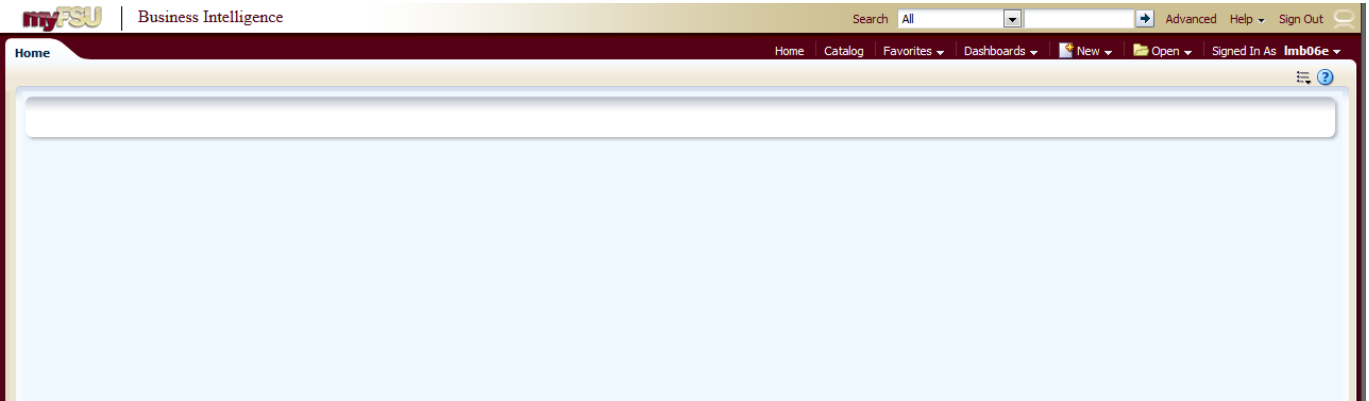
Budget Entity  
Accounting Period  
Division (optional)  
School (optional)  
Area (optional)  
Fund (optional)  
Department (optional)

***Estimated Length:*** 3 Minutes

Main Menu

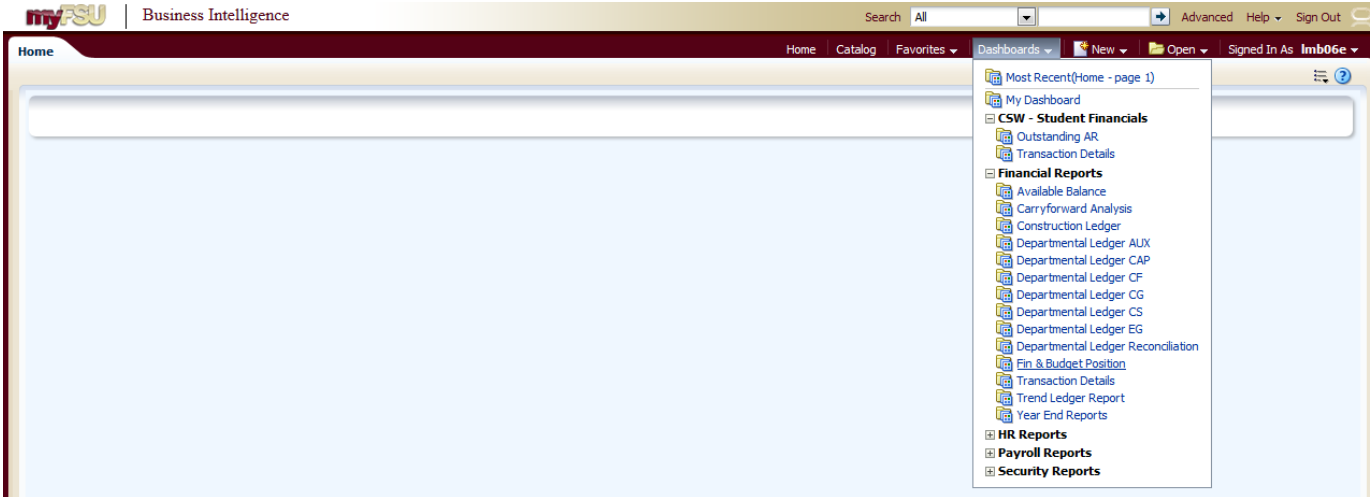
<b>myFSU</b>  <a href="#">myFSU Portal</a> Access myFSU Portal	<b>OMNI FINANCIALS 9.1</b>  <a href="#">Financials 9.1</a> Access OMNI Financials 9.1
<b>Employee Central</b>  <a href="#">Financials</a> Access Financials application <a href="#">Expense Reports</a> <a href="#">Travel Authorizations</a>  <a href="#">HR / Payroll</a> Access Human Resources and Payroll functions <a href="#">Benefits Summary</a> <a href="#">Compensation History</a> <a href="#">Direct Deposit</a> <a href="#">Job Opening Search/Application</a> <a href="#">Personal Information Summary</a> <a href="#">Email Addresses</a> <a href="#">Home and Mailing Address</a> <a href="#">Timesheet</a> <a href="#">W-4 Information</a> <a href="#">W-2/W-2c Consent</a> <a href="#">View/Print W2 Forms</a> <a href="#">Certify Effort</a> <a href="#">Faculty AOR Forms</a> <a href="#">View Paycheck</a> <b>Resources and Applications</b> Links to supporting materials including departmental websites, reporting functions, applications and helpdesk resources. <a href="#">Job Aids</a> <a href="#">Budget Office</a> <a href="#">Controller</a> <a href="#">Human Resources</a> <a href="#">Purchasing</a> <a href="#">Travel</a> <a href="#">Student Central Project Site</a>	<b>OMNI HR 9.1</b>  <a href="#">Human Resources 9.1</a> Access OMNI Human Resources 9.1
	<b>myFSU Student Central</b>  <a href="#">Student Central</a> Access myFSU Student Central
	<b>myFSU BI</b>  <a href="#">myFSU BI</a> Access to dashboards and reports containing enterprise information
	<b>myFSU SpearMart</b>  <a href="#">myFSU SpearMart</a> FSU Online Shopping
	<b>FSU Service Center</b>  <a href="#">Service Center</a> <a href="#">FSU Service Center</a> Use the Service Center application to Submit, View or Edit cases  <a href="#">FSU Web Assistance</a> Access the FSU Service Center web page for more information

Step	Action
1.	Click the <b>myFSU BI</b> link.



Step	Action
2.	Click the <b>Dashboards</b> link.

# Training Guide OMNI BI Reporting




Step	Action
3.	Click the <b>Fin &amp; Budget Position</b> link (under Financial Reports).

The screenshot displays the 'Fin & Budget Position' report for 'SS-195 University Level Data'. The report includes a sidebar with filters for Report Categories, Fiscal Year (2015), Period (5), Division, School, Area, Fund, and Department. The main table shows financial data for various accounts, including Balance Sheet Accounts and Expense Accounts.

Group	Fund Id	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	(295,805.60)						
		Balance Sheet Accounts	Investments	70,982,921.05						
			Receivables	109,949.64						
			Liabilities	(3,994,473.12)						
			Equity	(100,643,618.94)						
		<b>Balance Sheet Accounts Total</b>		<b>(33,841,026.97)</b>						
		Expense Accounts	Expense	20,191,083.75	152,182,263.25	20,288,408.67	4,086,662.96	127,807,191.62	97,324.92	16.02%
			Fee Waivers	0.00	45,236.00	0.00	0.00	45,236.00	0.00	0.00%
			Inst of Government	495,708.00	835,708.00	495,708.00	0.00	340,000.00	0.00	59.32%
			Library Resources	1,583,096.05	7,138,645.00	1,583,096.05	629.26	5,554,919.69	0.00	22.19%
			OCO	129,809.48	1,502,901.00	129,809.48	292,289.00	1,080,802.52	0.00	28.09%
			OPS	14,781,006.78	37,772,920.25	14,781,006.78	11,903,717.18	11,088,196.29	0.00	70.65%
			Risk Mgmt Insurance	2,343,486.00	1,986,543.00	2,343,486.00	0.00	(356,943.00)	0.00	117.97%
			Salary	108,999,895.06	72,850,069.00	108,999,971.96	167,009,942.01	(203,159,844.97)	76.90	378.87%
			Salary Incentive CJIP	23,025.50	78,840.00	23,025.50	6,162.00	49,652.50	0.00	37.02%





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> 

**Fin & Budget Position**  
 Fin & Budget Position by Division, School and Area  
 Time run: 11/25/2014 12:41:43 PM

Group	Fund Id	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	Balance Sheet	Cash	(295,805.60)								
			Accounts	Investments	70,982,921.05								
				Receivables	109,949.64								
				Liabilities	(3,994,473.12)								
				Equity	(100,643,618.94)								
				<b>Balance Sheet Accounts Total</b>		<b>(33,841,026.97)</b>							
			Expense Accounts	Expense	20,191,083.75	152,182,263.25	20,288,408.67	4,086,662.96	127,807,191.62	97,324.92		16.02%	
				Fee Waivers	0.00	45,236.00	0.00	0.00	45,236.00	0.00		0.00%	
				Inst of Government	495,708.00	835,708.00	495,708.00	0.00	340,000.00	0.00		59.32%	
				Library Resources	1,583,096.05	7,138,645.00	1,583,096.05	629.26	5,554,919.69	0.00		22.19%	
				OCO	129,809.48	1,502,901.00	129,809.48	292,289.00	1,080,802.52	0.00		28.09%	
				OPS	14,781,006.78	37,772,920.25	14,781,006.78	11,903,717.18	11,088,196.29	0.00		70.65%	
	Risk Mgmt	2,343,486.00	1,986,543.00	2,343,486.00	0.00	(356,943.00)	0.00		117.97%				

Step	Action
18.	Click the <b>Apply</b> button.
19.	<p>The report will appear below the search prompts.</p> <p>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.</p> <p>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.</p>
20.	<p>To view the results at a lower level, choose the appropriate <b>Drill to...</b> link.</p> <p>For the purpose of this example, click the <b>Drill to Department Level</b> link.</p> <p><u><a href="#">Drill to Department Level</a></u></p>



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 <a href="#">Home</a> link. <a href="#">Home</a>
23.	<b>Congratulations!</b> You have completed the topic.  <b>End of Procedure.</b>