Sponsored Research Accounting Services
OMNI User Manual
Available Balance Instructions

Purposes/Uses/Other Information:

- Provides the most up to date financial information (e.g. available balance) for a project(s).
- Includes all transactions that have successfully budget checked (including journal entries).
- There are two KK ledgers:
    - KKGMPAR (parent level - total project budget)
    - KKGMCHD (child level - one for the direct/indirect/cost share budgets).
- Project budget balances can be viewed for a single project or for a department.

Steps to View Project/Department Available Balances

1. Login to the OMNI Portal and click on the Financials 8.9 link.

   The Menu page will display.

2. Access the Commitment Control main menu

   There are several ways to view commitment control ledger data. The method selected for instructions is an inquiry that is one effective and flexible for viewing project budgets.

   Navigation: Commitment Control > Review Budget Activities > Budgets Overview

3. Add a run control inquiry.

   a. Initially, a run control inquiry must be set up to use this functionality.

   b. Click the [Add a New Value] tab.

   c. Enter in an inquiry name (your choice). For example, available CHILD_VIEW
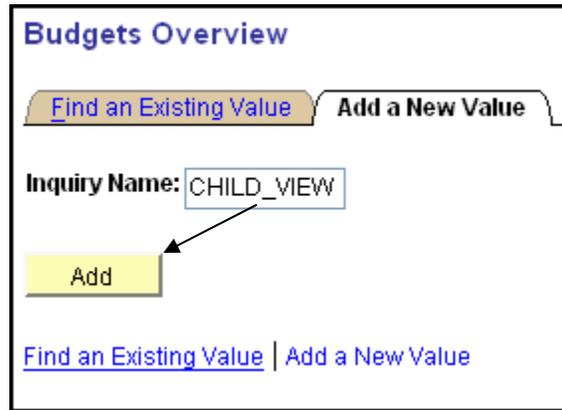
   d. Click the [Add] button.

   NOTE: If a run control inquiry has been created previously, then click on the [Find an Existing Value] tab and then [Search] button. Select the previously created Inquiry Name. The values from the last time this page was accessed will display.

4. A Budget Inquiry Criteria page will display. Enter the fields as follows:

Example 1 – View Project available balance

Criteria to enter:

- Remove the % in the Project fields.

- Enter the project number in the Project fields

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- Enter % in all other fields

The Budgets Overview page displays. This view looks at the project budget status for direct and indirect costs for one project.

Interpreting the results

Budget = Sum of Direct and Indirect "child" budgets
Expense = Costs incurred
Encumbrance = Future personnel costs (appointments), purchase orders, subcontracts and travel authorizations. Only the earnings are encumbered for new hires with an effective date in the future. Deductions and taxes are not encumbered until the employee has received their first paycheck.

What is not reflected in expenses or encumbrances:

- **Tuition waivers** – waiver charges are posted as students register and as their status changes. Therefore, expenses may not reflect total waiver charges for that semester since a portion of waiver costs are charged 4 to 5 times throughout the semester.
- **Deductions and taxes for new hires** – only earnings are encumbered for new hires with an effective date in the future. Deductions and taxes are not encumbered until the employee has received their first paycheck.
- **Future positions not yet hired (appointed)** – these may be known positions that will be hired, but at a future date. An appointment has not been entered.
- **Future known expenditures** – requisitions for purchase are not encumbered.
- **Auxiliary charges** – such as stockrooms and core facilities lag significantly behind actual receipt/use date.
- **Terminal leave payouts** – are calculated after termination and are not encumbered.

Available Budget = Budget – Expense- Encumbrance

***NOTE: If there are large discrepancies between what is in OMNI and what internal departmental/PI records reflect, bring to the attention of your departmental grants representative.

Example 2 Viewing project data at the department level

Criteria to enter:

- Remove the %.

- Enter the department or department range in the Dept From/To fields

- Enter % in all other fields

The Budgets Overview page displays with all of the child budgets for projects in the department or the department range.

Inquiry Results

Budget Overview

Business Unit:	FSU01
Ledger Group:	KKGMCHD Sponsored Child Budget
Type of Calendar:	Detail Budget Period
Amounts in Base Currency:	USD
Revenue Associated ☐	

Return to Criteria   Max Rows: 9999   Display Options   Search

Ledger Totals (162 Rows)

		Net Transfers:	0.00
Budget:	13,377,265.11		
Expense:	10,734,356.05		
Encumbrance:	358,166.48		
Budget Balance:	2,284,742.58		
Associate Revenue:	0.00		
Available Budget:	2,284,742.58		

> Total for all projects in the department(s) entered in the criteria.

> Download to Excel.

> Sort by any column heading.

Budget Overview Results   Customize | Find | View 100 | 🔳   First ◀ 1-100 of 162 ▶ Last

		Ledger Group	Dept	Fund	Project	Account	Budget	Expense	Encumbrance	Available Budget*	Percent Available
1		KKGMCHD	215000	520	013464	700001	66,882.00	61,475.81	3,231.00	2,175.19	3.25
2		KKGMCHD	215000	520	019369	700001	7,450.00	7,309.59	0.00	140.41	1.88
3		KKGMCHD	215000	523	019788	700001	620,670.36	535,478.79	0.00	85,191.57	13.73
4		KKGMCHD	215000	523	022419	700001	498,590.00	235,315.14	144,982.11	118,292.75	23.73
5		KKGMCHD	215000	524	023316	700001	32,754.00	3,852.95	21,038.68	7,862.37	24.00
6		KKGMCHD	215000	530	005140	700001	33,491.00	33,496.59	0.00	-5.59	-0.02
7		KKGMCHD	215000	530	005942	700001	343,942.00	347,472.53	0.00	-3,530.53	-1.03
8		KKGMCHD	215000	530	005976	700001	90,476.00	91,974.13	0.00	-1,498.13	-1.66
9		KKGMCHD	215000	530	006076	700001	105,807.00	108,514.39	0.00	-2,707.39	-2.56
10		KKGMCHD	215000	530	006122	700001	65,725.85	65,770.31	0.00	-44.46	-0.07
11		KKGMCHD	215000	530	006590	700001	209,430.00	211,326.65	0.00	-1,896.65	-0.91
12		KKGMCHD	215000	530	006593	700001	190,873.00	191,432.21	0.00	-559.21	-0.29
13		KKGMCHD	215000	530	007245	700001	163,374.00	164,101.72	0.00	-727.72	-0.45
14		KKGMCHD	215000	530	007925	700001	103,774.00	104,682.18	0.00	-908.18	-0.88
15		KKGMCHD	215000	530	008046	700001	0.00	0.00	0.00	0.00	0.00
16		KKGMCHD	215000	530	008430	700001	428,555.00	421,176.66	0.00	7,378.34	1.72
17		KKGMCHD	215000	530	008593	700001	161,904.00	156,286.23	0.00	5,617.77	3.47
18		KKGMCHD	215000	530	008664	700001	616,858.00	617,379.91	0.00	-521.91	-0.08