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)
  - KKGMCND (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:

1. Enter FSU01 if not populated
2. Select KKGMCHE to view at child level
3. Defaults upon selection of ledger group
4. Enter criteria (e.g. Project number or Dept range)
5. Click search

Example 1 - View Project available balance

Criteria to enter:
- Remove the % in the Project fields.
- Enter the project number in the Project fields.
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  
**Type of Calendar:** Detail Budget Period  
**Amounts in Base Currency:** USD  
**Revenue Associated:** 

<table>
<thead>
<tr>
<th>Return to Criteria</th>
<th>Max Rows:</th>
<th>9999</th>
<th>Display Options</th>
<th>Search</th>
</tr>
</thead>
</table>

### Ledger Totals (162 Rows)

- **Budget:** 13,377,265.11  
- **Expense:** 10,734,366.05  
- **Encumbrance:** 358,166.48  
- **Budget Balance:** 2,284,742.58  
- **Associate Revenue:** 0.00  
- **Available Budget:** 2,284,742.58

### Net Transfers:

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

### Budget Overview Results

| 1 | KKGMCHD | 215000 | 530 | 013404 | T00001 | 69,882.00 | 61,476.81 | 3,319.20 | 2,176.19 | 3.26% |
| 2 | KKGMCHD | 215000 | 520 | 019399 | T00001 | 7,450.00 | 7,306.39 | 0.00 | 140.41 | 1.88% |
| 3 | KKGMCHD | 215000 | 523 | 019788 | T00001 | 829,670.30 | 535,478.79 | 0.00 | 85,191.87 | 13.73% |
| 4 | KKGMCHD | 215000 | 523 | 022419 | T00001 | 483,590.00 | 235,315.14 | 144,862.11 | 110,252.75 | 23.73% |
| 5 | KKGMCHD | 215000 | 524 | 023316 | T00001 | 32,754.00 | 3,852.95 | 21,083.68 | 7,882.97 | 24.00% |
| 6 | KKGMCHD | 215000 | 530 | 005140 | T00001 | 33,481.00 | 33,486.59 | 0.00 | -5.62 | -0.16% |
| 7 | KKGMCHD | 215000 | 530 | 005942 | T00001 | 343,842.00 | 347,672.53 | 0.00 | -3,830.53 | -1.09% |
| 8 | KKGMCHD | 215000 | 530 | 005976 | T00001 | 98,475.00 | 98,187.13 | 0.00 | -2,887.87 | -2.95% |
| 9 | KKGMCHD | 215000 | 530 | 006076 | T00001 | 165,807.00 | 165,514.39 | 0.00 | -2,707.39 | -1.66% |
| 10 | KKGMCHD | 215000 | 530 | 006122 | T00001 | 65,725.05 | 85,720.31 | 0.00 | -19,995.26 | -30.63% |
| 11 | KKGMCHD | 215000 | 530 | 006590 | T00001 | 203,430.00 | 211,326.85 | 0.00 | -7,966.85 | -3.90% |
| 12 | KKGMCHD | 215000 | 530 | 006593 | T00001 | 180,873.00 | 191,432.21 | 0.00 | -10,559.21 | -5.02% |
| 13 | KKGMCHD | 215000 | 530 | 007245 | T00001 | 163,374.00 | 164,191.72 | 0.00 | -7,817.72 | -4.76% |
| 14 | KKGMCHD | 215000 | 530 | 007925 | T00001 | 103,774.00 | 104,692.18 | 0.00 | -908.18 | -0.87% |
| 15 | KKGMCHD | 215000 | 530 | 008046 | T00001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 16 | KKGMCHD | 215000 | 530 | 009430 | T00001 | 423,555.00 | 421,176.86 | 0.00 | 2,378.14 | 1.10% |
| 17 | KKGMCHD | 215000 | 530 | 009593 | T00001 | 161,004.00 | 155,236.23 | 0.00 | 5,767.77 | 3.47% |
| 18 | KKGMCHD | 215000 | 530 | 009684 | T00001 | 818,089.00 | 817,379.91 | 0.00 | -729.09 | -0.09% |