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 <u>Search</u> button. Select the previously creat

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:

| | | | | | New Window Help Customize Page 贖 |
|-----------------------------------|--------------------------|--|--|--|--|
| Budget Inquiry Budget Ove | Criteria rview | 5 Click search | | | |
| Inquiry: CHILD | VIEW Descripti | ion: child view | | Î | |
| <u>Amount Criteria</u> | Search | Clear Reset | | | view at child level |
| Budget Type 'Business Unit: F | SU01 Q Ledger G | Group/Set: Ledger Group | Ledger Group: KK | эмснд | |
| View Stat Cod | e Budgets 1 | Enter FSU01 if no | ot populated | Group | |
| TimeSpan *Type of Calendar | : Detail Budget Perio | od 💌 | | | |
| Select Ledger (KKGMCH | Group Calend | lar ID From Budget To Period MULTI Q MU | Customize Find View All III Budget Period Include Adjustme Period(s) | First 🛃 1 of 1 🕑 Last nt Include Closing Adjustments | 3 Defaults upon selection of ledaer aroup |
| ChartField Criteria ChartField | ChartField From Value | ChartField To Cha | artField Value Set — Update/Add | Budget Status | All projects will display no |
| Account | % | ر <u>%</u> م ا | Q Update/Add | Hold | matter what the status. |
| Dept | % | | Q Update/Add | | |
| Fund | × 0 | | Update/Add | | |
| PC Bus Unit | 19670 | | | | |
| Activity | % | | Q Update/Add | 4 Ente | r criteria (e.g. Project |
| | n to Search | us in List + Next in List FNo | tify P Refresh | number | or Dept range) |

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.

| Inquiry Results Budget Overview Business Unit: Ledger Group: Type of Calendar: Amounts in Base Currency: Revenue Associated | FSU01 KKGMCHD Sponsored Child Budget Detail Budget Period USD | New Window Help Customize Page 🏣 | | | | |
|--|--|--|--|--|--|--|
| Return to Criteria | Max Rows: 9999 Display O | ptions Search | | | | |
| Ledger Totals (2 Rows) | | | | | | |
| Budget: Expense: Encumbrance: | Net Tr 354,000.00◀ 149,117.95 14,813.08 | Total budget = Direct + Indirect + Cost Share | | | | |
| Budget Balance: Associate Revenue: Available Budget: | 190,068.97 0.00 190,068.97 | Available Budget = Direct + Indirect + Cost | | | | |
| | | Share - Expense - Encumbrance | | | | |
| Ledger Overview Results | Dept Fund Project Account | Customize Find View All Expanses Fund The Prise Content To Prise Content T | | | | |
| | 215000 520 019870 700001 | 200 010 42 142 776 66 14 010 00 101 427 60 53 52 1 | | | | |
| 2 C KROMCHD 2 C KROMCHD 2 C KROMCHD 2 C KROMCHD | 215000 530 018679 780300 | <u>14,980.57 6,339.29 0.00 8,641.28 57.68</u> 780300 = Indirect budget | | | | |
| Save Return to Search | ↑ Previous in List 4 Next in List ENotif | This project does not have a cost share budget | | | | |

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.

| Busine | iry Result Iget erview ess Unit: | <u>is</u> | FSU01 | | | | | | | | | |
|-----------------------------|---|---|--|--|---|--|---|--|---|---|--|------|
| Leager Group. | | KKGMCHD Sponsored Child Budget | | | | | | | | | | |
| Туре о | of Calendar: | | Detail Bud | lget Perioc | ł | | | | | | | |
| Amou | nts in Base | Currency: | USD | | | | | | | | | |
| Revenue Associated | | | | | | | | | | | | |
| Retur | m to Criteria | | Ν | Max Rows | : 9: | 999 | Display Opt | tions 📃 | Search | | | |
| Ledge | r Totals (16 | 2 Rows) | | | | | | | | | | |
| Budg | jet: | | | 13, | 377,26 | i5.11 | Net Tra | ansfers: | | | | 0.00 |
| Expe | ense: | | | 10 | 734 35 | i6 05 | Total fo | r all proi | ects in the | | | |
| Encu | umbranco: | | | | 250.46 | | departm | ient(s) er | ntered in | | | |
| Duda | Encumprance: | | | 2 | 200,10 | 0.40 | the crite | eria. | | | | |
| видет вајалсе: 2,284,742.58 | | | | | | | | | | | | |
| Associate Revenue: | | | | | 0.00 | | Downle | oad to Excel. | | | | |
| Avail | lable Budge | t: | | | 284,74 | 2.58 | | | 1 | | | |
| | | Sort by a | iny column he | ading. | | | | | 4 | | | |
| | Budget Overv | iew Results | | | | C | ustomize Find | <u>View 100</u> | 🐮 🛛 First 🗹 |] <u>1-100 of 162</u> | 2 🕨 Last | 1 |
| | | Lodger Group | Dept | Fund F | Project | Account | Budget | Expense E | Incumbrance | Available | Percent | |
| | | Leuger oroup | · <u> </u> | | | | | | | Budget | Available | |
| | 1 🔡 🗟 | KKGMCHD | 215000 | 520 (| 013464 | 700001 | 66,882.00 | 61,475.81 | <u>3,231.00</u> | 2,175.19 | 3.25 🛒 | |
| | 1 📑 🗟 | KKGMCHD | 215000 215000 | 520 (520 (| D13464 D19369 | 700001 700001 | <u>66,882.00</u> <u>7,450.00</u> | <u>61,475.81</u> <u>7,309.59</u> | <u>3,231.00</u> <u>0.00</u> | 2,175.19 140.41 | 3.25 🛒 1.88 🛒 | |
| | | KKGMCHD KKGMCHD KKGMCHD | 215000 215000 215000 215000 | 520 (520 (523 (| D13464 D19369 D19788 | 700001 700001 700001 | <u>66,882.00</u> 7,450.00 <u>620,670.36</u> 5 | 61,475.81 7,309.59 535,478.79 | <u>3,231.00</u> <u>0.00</u> <u>0.00</u> | 2,175.19 140.41 85,191.57 | Available 3.25 🛒 1.88 🛒 13.73 🛒 | |
| | | KKGMCHD KKGMCHD KKGMCHD KKGMCHD | 215000 215000 215000 215000 215000 | 520 (520 (523 (523 (| 013464 019369 019788 022419 | 700001 700001 700001 700001 | <u>66,882.00</u> <u>7,450.00</u> <u>620,670.36</u> <u>498,590.00</u> | 61,475.81 7,309.59 535,478.79 235,315.14 | <u>3,231.00</u> <u>0.00</u> <u>0.00</u> <u>144,982.11</u> | 2,175.19 140.41 85,191.57 118,292.75 | Available 3.25 🛒 1.88 🛒 13.73 🛒 23.73 🛒 | |
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