OMNI BI Reporting Training

Running Departmental Ledgers (CG, CAP, CS)

Overview:

Understanding Running Departmental Ledgers Process for Sponsored Research, Cost Share, and Capital Projects Departments:

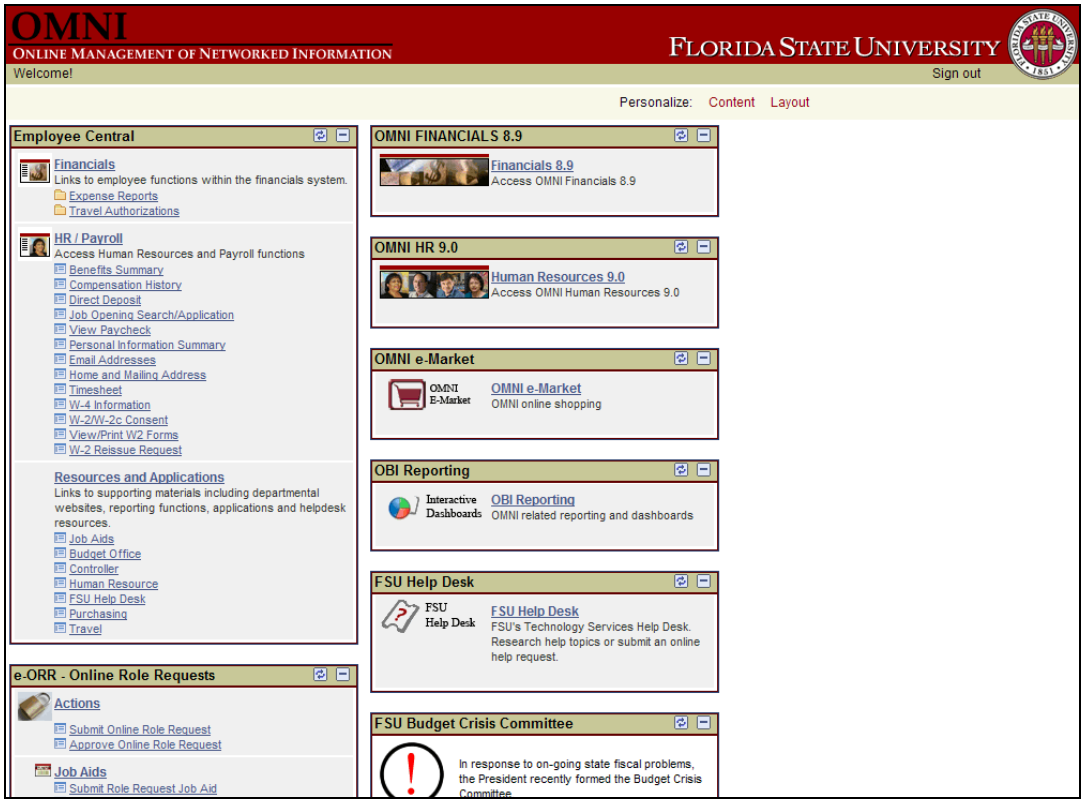
The Departmental Ledgers serve as the official University reports of financial activity and balances. With the exception of the Cost Share Report, these reports should mirror the ones available each month in OMNI. The Cost Share Ledger is a new report developed for OMNI BI Reporting. Unlike the OMNI Ledger Reports, these can be run on-demand for the current period. Additionally, both the detail and summary versions of the ledger can be generated from these OMNI BI Reporting (OBI) reports.

This tutorial covers three versions of the Departmental Ledger Report -- Sponsored Projects (CG), Capital Projects (CAP) and Cost Share (CS). The Auxiliary (AUX), E&G (EG) and Carryforward (CF) versions of the Departmental Ledger Report are covered in the **Running Departmental Ledgers (Aux, EG, CF)** Tutorial.

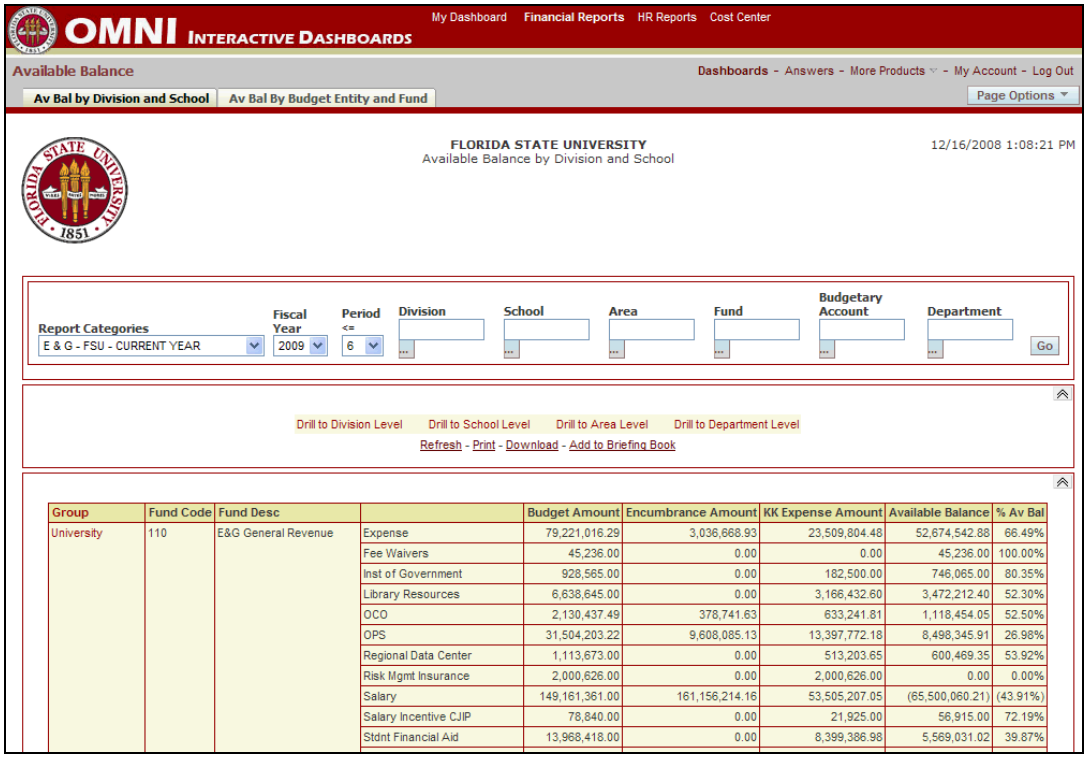
Procedure

Scenario:
In this topic, you will learn the steps to run a **Departmental Ledger Report** for Sponsored Research, Cost Share and Capital Projects departments.

Key Information:
Fiscal Year
Accounting Period
Department Information
Fund Information
Project Information

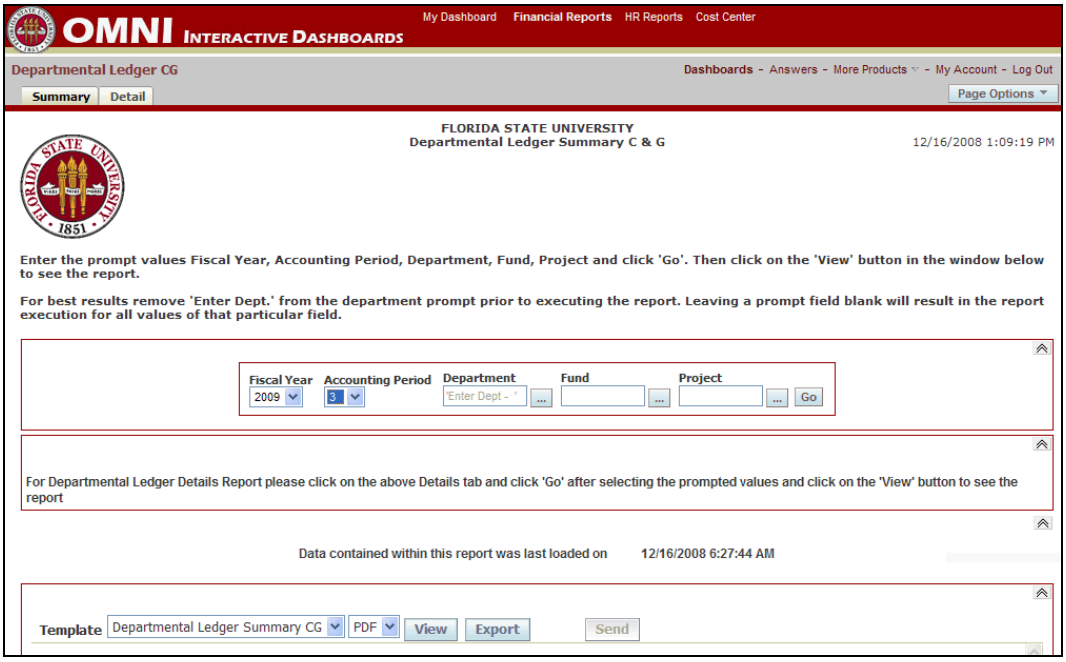


Step	Action
1.	Click the **OBI Reporting** link. OBI Reporting

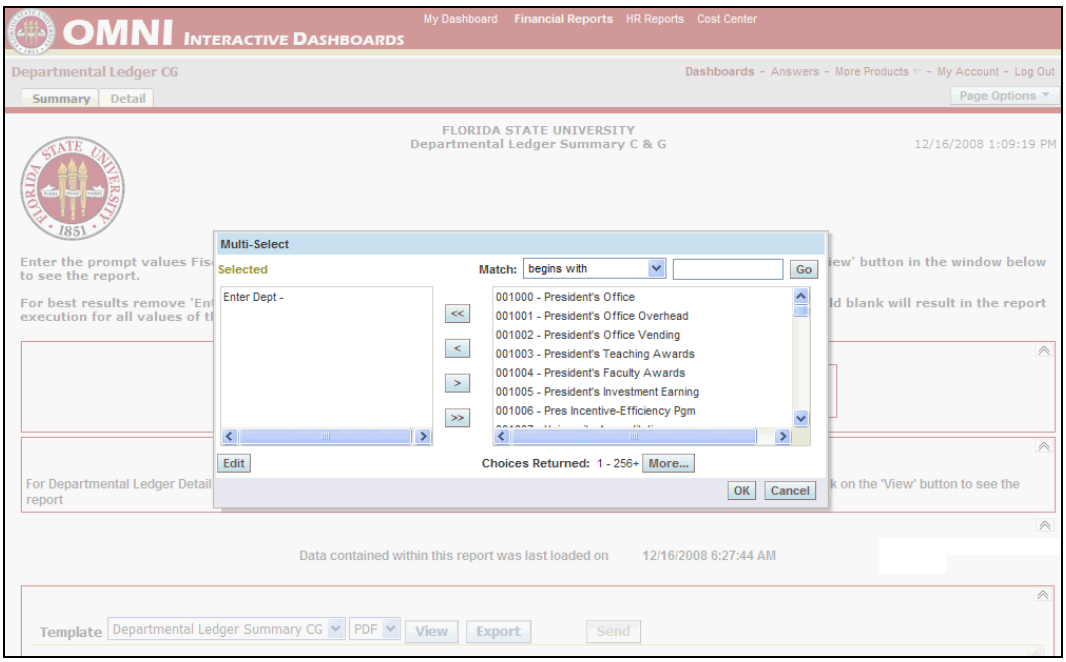


Group	Fund Code	Fund Desc		Budget Amount	Encumbrance Amount	KK Expense Amount	Available Balance	% Av Bal
University	110	E&G General Revenue	Expense	79,221,016.29	3,036,668.93	23,509,804.48	52,674,542.88	66.49%
			Fee Waivers	45,236.00	0.00	0.00	45,236.00	100.00%
			Inst of Government	928,565.00	0.00	182,500.00	746,065.00	80.35%
			Library Resources	6,638,645.00	0.00	3,166,432.60	3,472,212.40	52.30%
			OCO	2,130,437.49	378,741.63	633,241.81	1,118,454.05	52.50%
			OPS	31,504,203.22	9,608,085.13	13,397,772.18	8,498,345.91	26.98%
			Regional Data Center	1,113,673.00	0.00	513,203.65	600,469.35	53.92%
			Risk Mgmt Insurance	2,000,626.00	0.00	2,000,626.00	0.00	0.00%
			Salary	149,161,361.00	161,156,214.16	53,505,207.05	(65,500,060.21)	(43.91%)
			Salary Incentive CJIP	78,840.00	0.00	21,925.00	56,915.00	72.19%
			Stdnt Financial Aid	13,968,418.00	0.00	8,399,386.98	5,569,031.02	39.87%

Step	Action
2.	Click the **Financial Reports** dropdown button to activate the menu. Financial Reports
3.	Select the desired **Departmental Ledger Report.**
4.	The report defaults to the **Summary** version. Summary
5.	Select the desired **Accounting Period.** **NOTE:** The **Accounting Period** will automatically default to the current period.

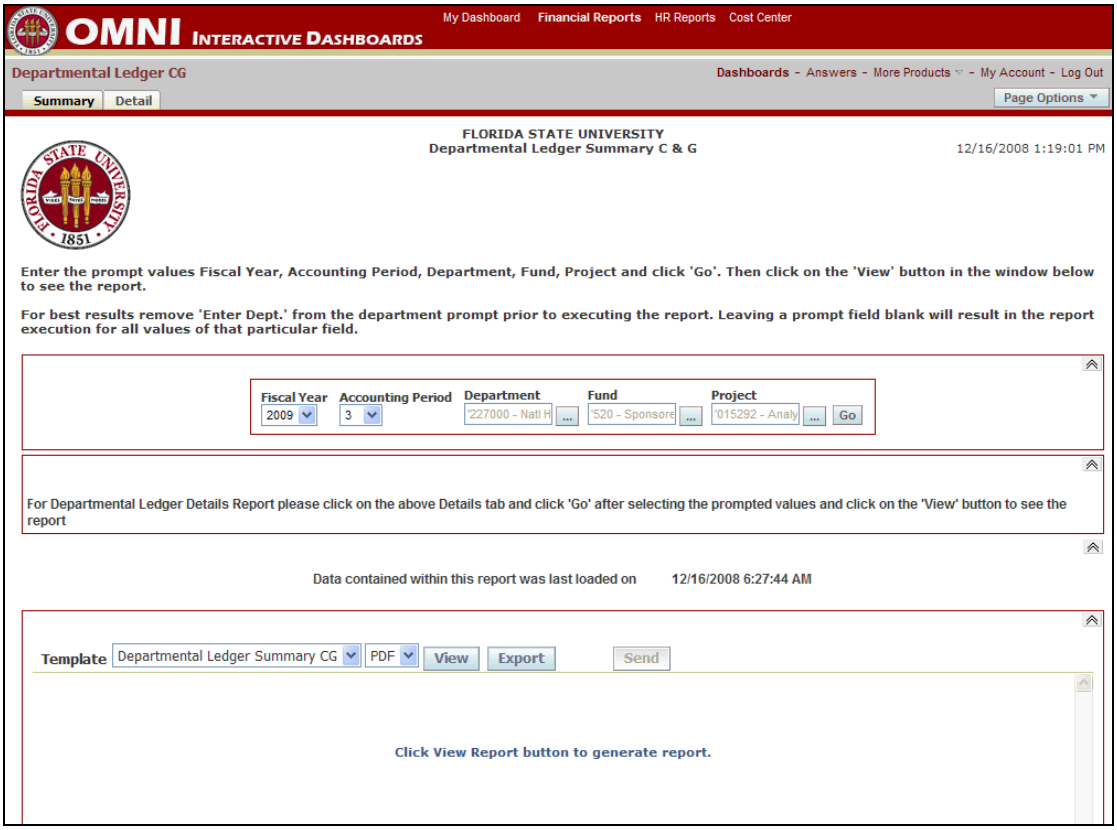


Step	Action
6.	Lookup your Department. Click the **...** button. ...



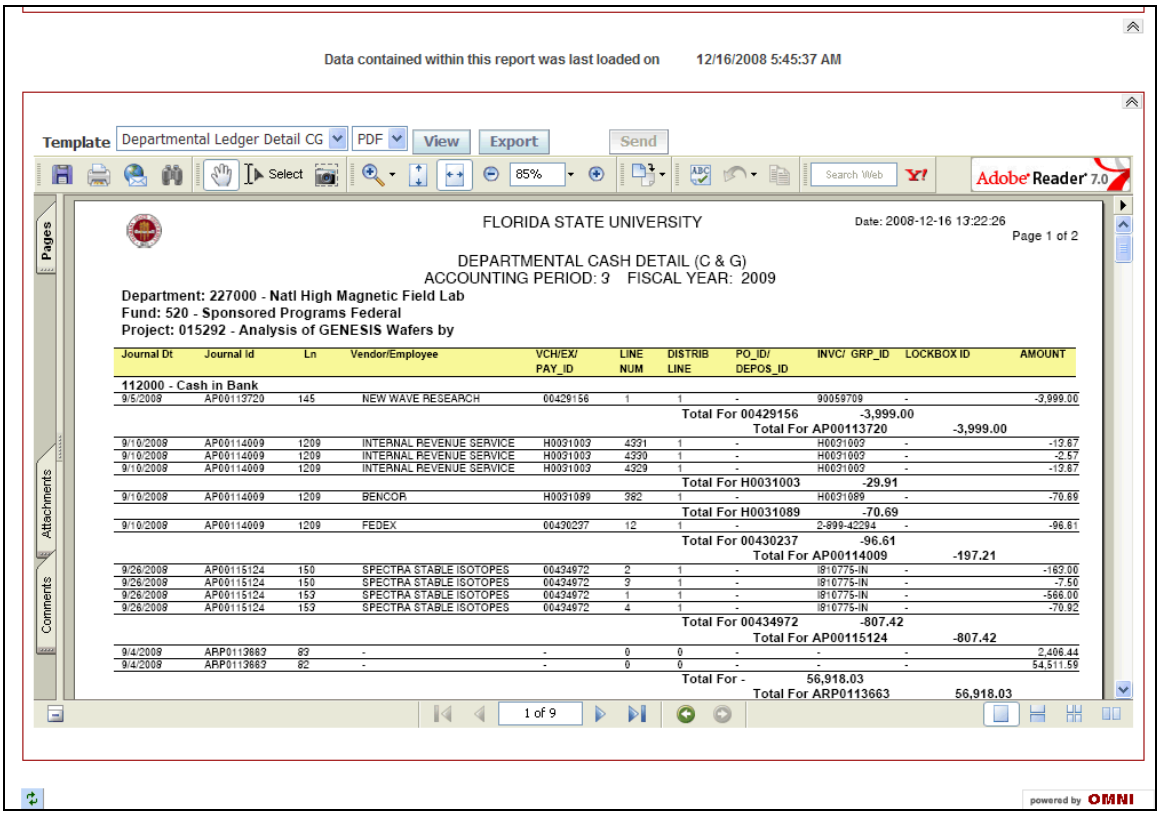
Step	Action
7.	For the best results, remove **Enter Department -** from the **Selected** window on the left. Click the **>>** button. >>
8.	Enter part or all of your Department ID. **NOTE:** By selecting "contains" in the **Match** drop down list, you may enter just a portion of the DeptID or Department Name to display any matching departments.
9.	Click the **Go** button. Go
10.	Select your department from the list. **NOTE:** Using the **<<** button will select all Departments listed.
11.	Click the **OK** button. OK
12.	Lookup the **Fund.** **NOTE:** Leaving this field blank when running a C&G Departmental Ledger will return ONLY C&G data for the department(s) selected. Click the **...** button. ...
13.	Select your fund.
14.	Click the **<** button. <
15.	Click the **OK** button. OK
16.	Lookup the **Project.** Click the **...** button. ...
17.	Select your Project.
18.	Click the **Go** button. Go
19.	Click the **<<** button. <<
20.	Click the **OK** button. OK

Step	Action
21.	Click the **Go** button. Go



Step	Action
22.	**NOTE:** Once you have clicked the **View** button, the report is running. However, the report may take several moments to appear. To generate the **Ledger Summary Report**, click the **View** button. View
23.	**NOTE:** Normally, the data contained in OBI reports will reflect that of the close-of-business of the previous day. The date which appears directly above the report reflects the last load date.
24.	The **Export** button is nonfunctional.

Step	Action
25.	You may find it easier to interact with the resulting report by saving it to your computer and opening it in Adobe Acrobat. To save this report, click the blue disk Save icon.
26.	To run a **Detail Report**: Click the **Detail** tab. Detail
27.	The search criteria from the **Summary Report** will carry forward. Click the **View** button to run the Detail Report. View
28.	The **Departmental Ledger Detail** contains several reports -- a Cash Detail, Encumbrance Detail, Expense Detail, Liability Detail, and Revenue Detail. **NOTE:** Departments with no activity will not generate a report. For example, C&G departments will not generate a **Revenue Detail Report**.
29.	This is the **Cash Detail Report**.



Step	Action
30.	**NOTE:** The name of the report will appear as the page header, along with the entered search criteria. Click the **Page Forward Arrow** in order to view the **Encumbrance Detail Report**.
31.	**NOTE:** The report name has changed in the page header. Click the **Page Forward Arrow** in order to view the **Expense Detail Report**.
32.	**NOTE:** The report name has again changed in the page header. Click the **Page Forward Arrow** in order to view the **Liability Detail Report**.
33.	**NOTE:** The report name has changed yet again in the page header. Click the **Page Forward Arrow** in order to view the **Revenue Detail Report**.
34.	To print the report, click on the printer icon in the top, left bar. To save the report, click the blue disk icon in the top, left bar.
35.	To return to the Dashboard, click the **Home** link.
36.	**Congratulations!** You have completed the topic. **End of Procedure.**