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**
  - Totals from the GL
  - Subtotaled by Cash, Investments, Receivables, Liabilities, and Equity

- **Expense Accounts**
  - Totals from the GL
  - Budget, Encumbrance, Expense, and Available Balance data from KK
  - Subtotaled by Budgetary Account
  - Any variances between GL and KK totals (which may occur due to timing issues, are temporary, and typically correct themselves)

- **Revenue Accounts**
  - Totals from the GL
  - Totals from KK
  - Interest Revenue and Transfers In shown separately from other Revenue
  - 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
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>OBI Reporting</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Financial Reports</strong> link.</td>
</tr>
</tbody>
</table>
3. Click the **Fin & Budget Position** link.

![OMNI BI Reporting Interface](image-url)
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<tr>
<td>4.</td>
<td>This report defaults to the <strong>Fin &amp; Budget Position by Division, School and Area</strong> tab, the version that departments will typically use. The <strong>Fin &amp; Budget Position by Budget Entity/Fund</strong> version is primarily for Budget Office use.</td>
</tr>
<tr>
<td>5.</td>
<td>Data contained within this report may be a day or two behind OMNI data. Be sure to make note of the date and time of the last load from OMNI in case this impacts your results.</td>
</tr>
</tbody>
</table>
| 6.   | Click the **Report Categories** list.  
**E & G - FSU - CURRENT YEAR**  
**AUX & OTHER FUNDS** |
| 7.   | Choose one of the Report Categories.  
For the purpose of this example, click the **AUX & OTHER FUNDS** list item. |
| 8.   | This report can only be generated for the current **Fiscal Year**.  
**NOTE:** For more information regarding how to view reports for prior fiscal years, see the **Viewing Year End Reports** tutorial. |
| 9.   | Click the **Period** list.  
**9** |
| 10.  | Choose the Accounting Period for which you would like to view results.  
For the purpose of this example, click the **4** list item, which corresponds to October.  
**4** |
| 11.  | The remaining prompts are optional. Making a selection will limit the data returned. For instance, if a Division is chosen, the data will be filtered to show only the selected Division. This same principle applies to each lower level choice.  
**Most departmental users will choose to run the report for their department(s) only.** |
| 12.  | For the purpose of this example, we will only choose a selection for Department.  
To make a selection for Department, click the **...** button beside **Department**. |
Step | Action
---|---
13. | Enter the desired Department ID into the Match field.
14. | Click the Go button.
15. | Select the desired Department from the list.
16. | Click the < button to move a highlighted list item to the Selected area.
### Step 17.

The chosen Department should now appear in the Selected area.

**NOTE:** Lines with no activity do not appear on the report. Therefore, including selections with no activity will not affect report results.

Click the **OK** button.

<table>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>The chosen Department should now appear in the Selected area. <strong>NOTE:</strong> Lines with no activity do not appear on the report. Therefore, including selections with no activity will not affect report results.</td>
</tr>
</tbody>
</table>

Click the **OK** button.
18. Click the Go button.

19. The report will appear below the search prompts.

   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.

   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.

20. To view the results at a lower level, choose the appropriate Drill to... link.

   For the purpose of this example, click the Drill to Department Level link.
Step | Action
--- | ---
21. | Review the report results.  
   **NOTE:** 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 **Home** link.  
   ![Home](image)
23. | **Congratulations!**  
   You have completed the topic.  
   **End of Procedure.**