



## Commitment Control Inquiry - Budget Details Job Aid

*Questions on this Job Aid should be directed to Katie Perkins, Mary Alice Mills or Corbin deNagy*

### Purpose


Budget, Expense, Encumbrance, and Available Budget Balance figures can be found in OMNI Financials by performing a Commitment Control inquiry. Balances found on the Commitment Control screens reflect current OMNI activity.

There are two types of inquiries available: Budget Details, which can be used to view a single department-fund-account combination, and Budgets Overview, which may be used to view a range of departments, funds, and/or accounts. This job aid covers the Budget Details inquiry only. See the “Commitment Control Inquiry - Budgets Overview” job aid to learn more about the Budgets Overview inquiry.

### Navigation

myFSU Portal > OMNI Financials > Main Menu > Commitment Control > Review Budget Activities > Budget Details

### Step 1

Navigate to the Budget Details screen as described above. “FSU01” will be prepopulated in the Business Unit line. Select the appropriate ledger group for your search. To search for a Ledger Group, click the  button on the Ledger Group line. Most users will use CC\_EXP\_GRP. Once you have completed your selection, click Search.

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### Budget Details



Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


Search Criteria

Business Unit = FSU01 

Ledger Group = CC\_EXP\_GRP 

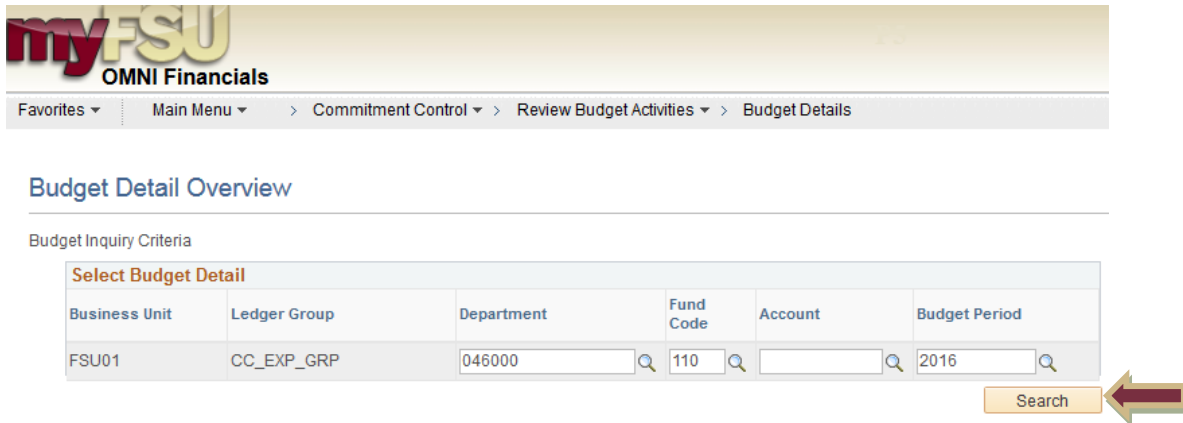
Search  Basic Search  Save Search Criteria

## Step 2

Enter the criteria for which you would like to perform your search. You can use the  button to search for values or you can type them directly into the fields.

Note: When using the Account field, you must use a Budgetary Account, such as 740000 (Expense), 710200 (Budget Faculty), etc.

Note: Budget Period is Fiscal Year.








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### Budget Detail Overview

Budget Inquiry Criteria

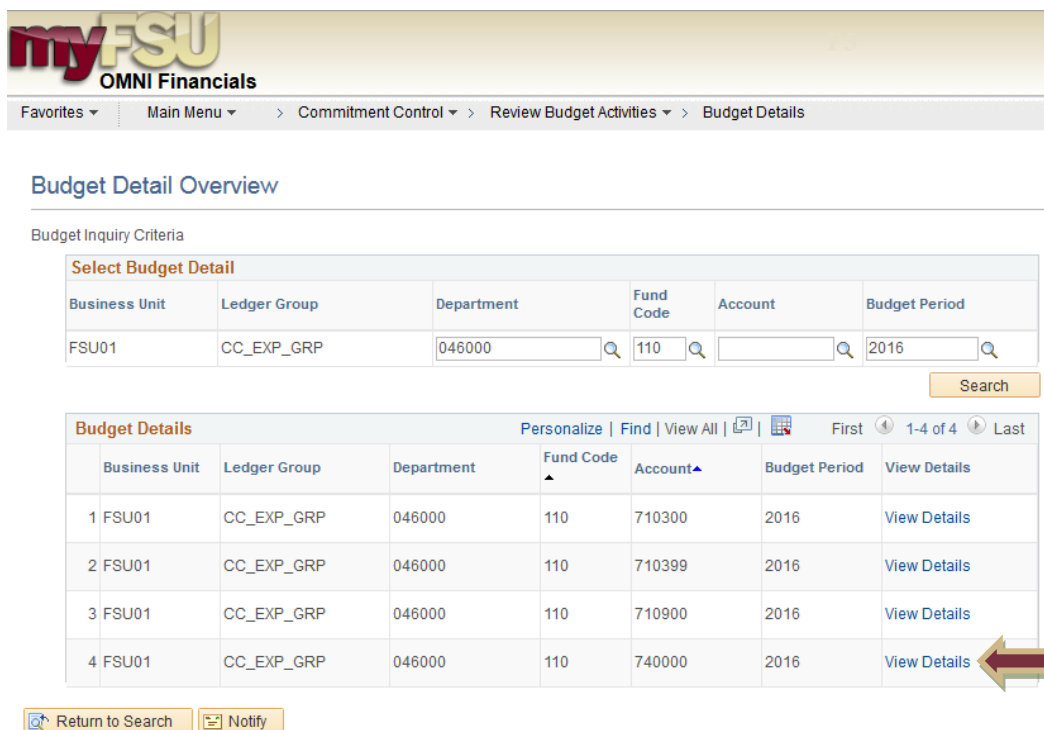
Select Budget Detail					
Business Unit	Ledger Group	Department	Fund Code	Account	Budget Period
FSU01	CC_EXP_GRP	046000 	110 		2016 

[Search](#) 

Once you have completed your selections, click Search.

## Step 3

Depending on the search criteria you used, you may be taken directly to the Commitment Control Budget Detail screen, or you may see a list of Search Results. (For instance, if you only enter a value for Department, you may get a list of results with lines for each Account, Fund Code and Budget Period.) In this case, choose the line that contains the information you would like to review, and click on the “View Details” link on that line.







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### Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail					
Business Unit	Ledger Group	Department	Fund Code	Account	Budget Period
FSU01	CC_EXP_GRP	046000 	110 		2016 

[Search](#)

Budget Details							Personalize   Find   View All      First 1-4 of 4 Last
Business Unit	Ledger Group	Department	Fund Code	Account	Budget Period	View Details	
1 FSU01	CC_EXP_GRP	046000	110	710300	2016	<a href="#">View Details</a>	
2 FSU01	CC_EXP_GRP	046000	110	710399	2016	<a href="#">View Details</a>	
3 FSU01	CC_EXP_GRP	046000	110	710900	2016	<a href="#">View Details</a>	
4 FSU01	CC_EXP_GRP	046000	110	740000	2016	<a href="#">View Details</a> 	

[Return to Search](#) [Notify](#)

The Commitment Control Budget Details screen will show Budget, Expense, Encumbrance, and Available Budget figures for the Department, Fund, Account, and Budget Period listed at the top of the screen. (For the Available Budget, the “Without Tolerance” and “With Tolerance” figures should always be the same.)

Note: Detailed transaction information can be accessed for Budget, Expense, and Encumbrance by clicking the button on the respective line.

Note: To return to the Search Results screen, click the Return to Inquiry Criteria button.

Note: Some processes run by the University while closing a fiscal year (such as rolling PO’s) may change figures on the Commitment Control Budget Details screen. For this reason, you should rely on figures for the current fiscal year only.

Official versions of the Available Balance report are generated as of the end of each fiscal year and archived. These official archived reports can be accessed by selecting “Year End Reports” from the Dashboard > Financial Reports in OBI. For more information on this, see the “OBI Available Balance Report” job aid.