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.
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.

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.
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.