

E&G ALLOCATION REPORT

GENERAL NOTES

Data: The data in this report is derived from OMNI Financials' budgetary ledger and is loaded each morning (please see timestamp on the report for the exact time and date). It contains only budget journals which have been posted. There is no data in this report that is not found in OMNI.

Recurring vs. Non-recurring: There are two versions of this report: "E&G Allocations (Recurring)" and "E&G Allocations (Total)". The first version includes only recurring journals whereas the second includes both recurring and non-recurring journals.

Hierarchy: A hierarchy is used to define and organize the data for the University. At the highest level is the University followed by Division, School, Area, and Department. Be careful not to confuse a formal department (such as the Department of Anthropology) with a specific "Department" ID (e.g., 072000, 072001, 072006, etc.). Within the hierarchy, a formal department (like Anthropology) is considered an "Area". Likewise, a formal college is considered a "School".

Budgetary Account ID: Budgetary account codes are used to categorize budget. These include, but are not limited to, faculty salary, faculty benefits, A&P salary, A&P benefits, OPS, Expense, OCO, and various special categories.

Criteria Selection

* Fiscal Year	2019
Fund Id	--Select Value--
Division	--Select Value--
School	--Select Value--
Area	--Select Value--
Department	--Select Value--
Budgetary Acct Id and Desc	--Select Value--

NAVIGATION

You can navigate to the E&G Allocation report in BI by first accessing BI. Select the "Dashboards" drop down menu, under the "Financial Reports" header, select either the "E&G Allocations (Recurring)" or "E&G Allocations (Total)" report (depending on the data you wish to include in the report).

The default results displayed show the University as a whole for all recurring E&G funds (110, 120, 121, 130, 210, 211, 220, and 230). You can refine the criteria using the criteria selection panel on the left.

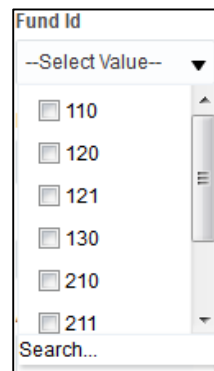
You can select criteria for Fiscal Year, Fund ID, and hierarchical criteria like Division, School, Area, and Department (please see above for more details about the hierarchy). You may also select which Budgetary Account ID you want to limit your results to (see section above regarding Budget Account IDs).

Once you have made your criteria selections, press "Apply". Depending on your selection criteria, your results may take a few moments to display. Once they have been displayed, you may use the links at the bottom to Refresh, Print, and Export to various formats.

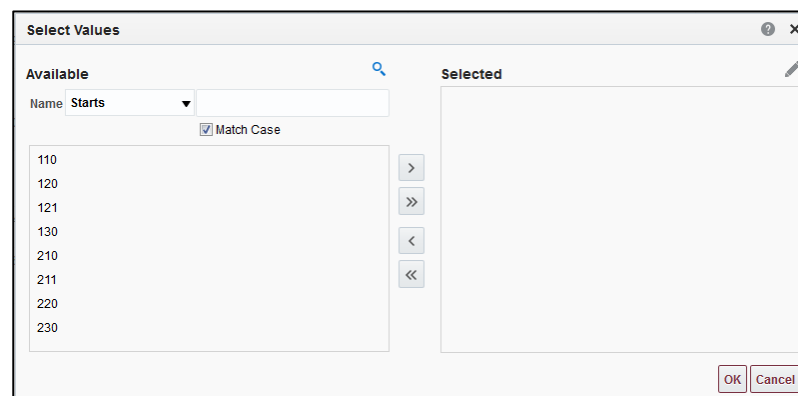
Depending on your criteria selection, your results may include more than 25 rows. In order to see all the rows, you may need to click the expand row icon (🔍) at the bottom.

SELECTING CRITERIA

You can select criteria either directly from the drop down menu by clicking on the downward arrow and checking the box of the value you are interested in:




Or, you can click the “Search...” text at the bottom of the drop down menu and use the “Select Values” prompt to select which values you want included in your search criteria:



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DRILLING DOWN

When you have made your selection and clicked “Apply”, you will not be able to immediately see the underlying details. Although you may have made selections at the Division, School, Area, and Department levels, the default view level remains at the University level. For example, when selecting Academic Affairs for Division, College of Arts & Sciences for School, Anthropology for Area, and 072000 for Department, the results displayed will appear as below for the E&G Allocations (Recurring) report:

 E&G Allocations (Recurring) University Level Data Time run: 2/14/2019 11:20:47 AM											
Group	Fund Id	Account Description	Budget Faculty	Budget Faculty Benefits	Budget A&P	Budget A&P Benefits	Budget USPS	Budget USPS Benefits	OPS	Expense	Total
University	110	E&G General Revenue	632,070.42	177,727.90	36,371.38	15,298.79	40,021.68	23,595.03	233,146.00	28,000.00	1,186,231.20
	121	Tuition Differential	214,902.27	79,116.28	-	-	-	-	-	-	294,018.55
University Total			846,972.69	256,844.18	36,371.38	15,298.79	40,021.68	23,595.03	233,146.00	28,000.00	1,480,249.75

Refresh - Print - Export

As you can see, the results are displayed at the University level and not drilled down into the details. Therefore, you need to use the Drill to... feature to see more details at a lower level. These drill to options are located above the results:

[Drill to Division Level](#)
[Drill to School Level](#)
[Drill to Area Level](#)
[Drill to Department Level](#)

Drilling to Division Level will return Division level totals for each category and division selection (if your criteria selection includes multiple divisions). Likewise, School, Area, and Department Level include totals for each category and by that level of details.

Only at the Department Level will you see specific journal details. At the Department Level, you will see Journal Date, Journal Id, and a Long Description of the journal detail:

Group	Division	School	Area	Fund Id	Fund Desc	Dept ID	Dept ID Description	Journal Date	Journal Id	Long Description	Budget Faculty	Budget Faculty Benefits	Budget A&P	Budget A&P Benefits	Budget USPS	Budget USPS Benefits	OPS	Expense	Total
University	Academic Affairs	College of Arts & Sciences	Anthropology	110	E&G General Revenue	072000	Anthropology	7/1/2018	0000288071	HYP ADJ A&S non-salary allocation adjustment per Vann Gardner	0.00	0.00	0.00	0.00	0.00	0.00	80,404.00	0.00	80,404.00
									0000288600	HYP ADJ Recurring Rate + Benefits Adjustments for Operating Budget	0.00	21,240.14	0.00	487.63	0.00	815.31	0.00	0.00	22,543.08
									BUD0000003	2018-2019 Original Budget - Expense (Recurring)	705,648.00	182,319.00	36,011.00	14,790.00	39,626.00	22,743.00	233,146.00	-52,404.00	1,181,879.00
									BUD0000004	2018-2019 Original Budget - Correct Allocation Adjustment Reversals (Recurring)	0.00	-0.14	0.00	0.37	0.00	-0.31	-80,404.00	80,404.00	-0.08