

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 the timestamp on the report for the exact time and date). It contains only budget journals that 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, Staff salary, Staff benefits, OPS, Expense, OCO, and various special categories.


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 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.

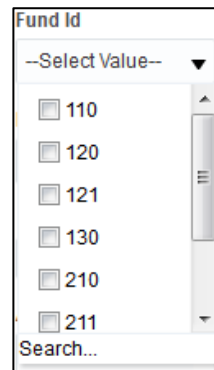
Depending on your criteria selection, your results may include more than 25 rows. To see all the rows, you may need to click the expand row icon () at the bottom.

* Fiscal Year
2024 ▼
Fund Id
--Select Value-- ▼
Division
--Select Value-- ▼
School
--Select Value-- ▼
Area
--Select Value-- ▼
Department
--Select Value-- ▼
Budgetary Acct Id and Desc
--Select Value-- ▼

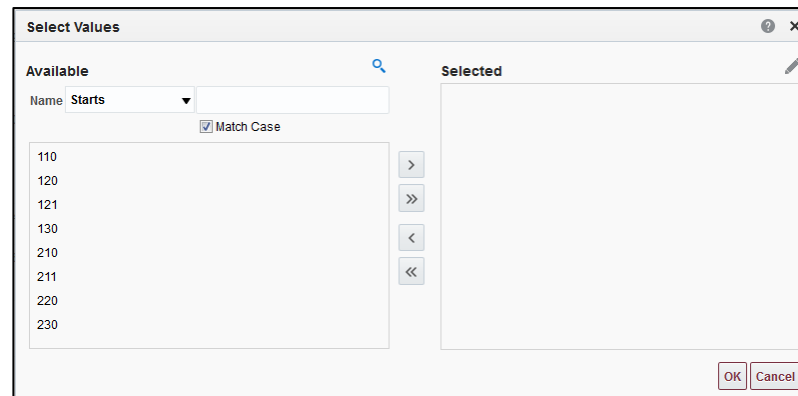
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SELECTING CRITERIA

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:




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

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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: 7/6/2023 4:03:57 PM									
Group	Fund Id	Fund Desc	Budget Faculty	Budget Faculty Benefits	Budget Staff	Budget Staff Benefits	OPS	Expense	Total
University	110	E&G General Revenue	848,512.15	264,576.66	95,801.19	49,444.07	285,932.00	28,000.00	1,572,266.07
	121	Tuition Differential	335,821.98	115,311.28	-	-	-	-	451,133.26
University Total			1,184,334.13	379,887.94	95,801.19	49,444.07	285,932.00	28,000.00	2,023,399.33

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 detail.

Only at the Department Level will you see specific journal details. At the Department Level, you will see the 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 Staff	Budget Staff Benefits	OPS	Expense	Total
University	Academic Affairs	College of Arts & Sciences	Anthropology	110	E&G General Revenue	072000	Anthropology	7/1/2023	0000380534	ALLOC ADJ Transfer request to move funds within Arts & Sciences	0.00	0.00	0.00	0.00	0.00	22,889.33	22,889.33
									0000381820	ALLOC ADJ Recurring Rate + Benefits Adjustments for 2024 Operating Budget	0.00	96,150.68	0.00	1,968.17	0.00	0.00	98,118.85
									BUD0000003	2023-2024 Original Budget - Expense (Recurring)	848,512.15	168,425.98	95,801.19	47,475.90	285,932.00	5,110.67	1,451,257.89
						072000 Total				848,512.15	264,576.66	95,801.19	49,444.07	285,932.00	28,000.00	1,572,266.07	

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