Controller's Office Departmental Queries

Revised January 2014

Queries that have been added or revised within six months of this listing are highlighted in yellow.

The following queries are all available to any FSU employee with OMNI access. Navigate to the Query Viewer section of **Financials** or **Student Central** (as applicable) and search for the query name that is applicable to the information you need. ([Query Viewer Job Aid](#))

NOTE: Please remember that it is necessary to enter the wildcard '%' for any prompts that you want do not fill in.

OMNI FINANCIALS

CAMPUS SOLUTIONS/STUDENT CENTRAL

Controller's Office Departmental Queries

GENERAL ACCOUNTING SERVICES		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_AUTHORIZED_SIGNERS	Departments for which an employee is an authorized signer OR Employees who are authorized signers for a department.	Dept ID % Last Name %
FSU_DPT_CASH_BALANCE	Departmental cash balance	Dept ID % Fund Code % Business Unit
FSU_DPT_CODES_ACCOUNT	G/L Account names and (for non-Payroll related expense accounts) detailed account use descriptions	Account # %
FSU_DPT_CODES_CATEGORY_BY_ACCT	Purchasing Categories and G/L Accounts (74xxxx and 76xxxx expense accounts)	Purch Exp Account # %
FSU_DPT_CODES_DEPTID	Department information (description, manager, etc.)	Dept ID %
FSU_DPT_CODES_FUND	Fund information (description, effective date, etc.)	None
FSU_DPT_CODES_GL_SOURCE	Journal Source information	None
FSU_DPT_CTR_INST_ANNUAL_EXP	Annual (for fiscal year, periods 1-12) actual operating expenditure data for Centers & Institutes	Dept ID % Fund Code % Project ID % Fiscal Year
FSU_DPT_DDDH_BUD_MGR	Departments for which an employee is the dean, director, department head, or budget manager OR Employees who are the dean, director, department head or budget manager for a department.	Dept ID % Bud Mgr Last Name % Bud Mgr First Name % DDDH Last Name % DDDH First Name %
FSU_DPT_GL_JOURNALS	Journal information (Journal ID, Journal Date, Dept, Fund, Project, Account, Amount, Source, Description, Entered By, etc.)	Journal ID % Journal Date Source % Dept ID % Fund Code % Account % Project ID % Business Unit

Controller's Office Departmental Queries

GENERAL ACCOUNTING SERVICES (cont.)		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_GL_JOURNALS_CF	Journal information (Journal ID, Journal Date, Dept, Fund, Project, Account, Amount, Source, Description, Entered By, etc.) – with additional prompts for optional chartfields (1-3)	Journal ID % Journal Date Source % Dept ID % Fund Code % Account % Project ID % Chartfield 1 % Chartfield 2 % Chartfield 3 %
FSU_DPT_LEDGER_SUM_W_CF	Net ledger activity for a range of accounting periods within a fiscal year	Fiscal Year Acct Period Dept ID % Fund Code % Project ID % Account % Business Unit
FSU_DPT_OPTIONAL_CFS	List of all valid Optional CFs	None
FSU_DPT_TRIAL_BALANCE	Departmental trial balance	Dept ID % Fund Code % Fiscal Year Acct Period Business Unit
FSU_DPT_VERIFY_SECURITY_ROLES	Non-default OMNI Financials security roles by Employee User ID (including employee email)	Role Name % HR Home DeptID %

Controller's Office Departmental Queries

PAYABLES & DISBURSEMENTS		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_AP_ER_CHECKS	Payment and transaction information, by Check #, for Vouchers, Expense Reports and/or Employee Advances	Check # %
FSU_DPT_AP_OPEN_ITEM_BAL	Open Items (Employee Advance) Balance Information	Empl ID % HR Home DeptID % As of Date
FSU_DPT_AP_OPEN_ITEMS	Open Items (Employee Advance) Activity	Empl ID % DeptID % Fund Code % Project ID % Accounting Date
FSU_DPT_AP_VCHRS_NOT_POSTED	Vouchers that have not yet been posted	Fund Code % Dept ID % Accounting Date
FSU_DPT_GL_JRNL_WITH_VCHR	Journal and other information (Vendor, Invoice, etc.) for vouchers	Fund Code % Dept ID % Project ID % Journal Date Account % Journal ID % Business Unit
FSU_DPT_GL_JRNL_WITH_VCHR_CF	Journal and other information (Vendor, Invoice, etc.) for vouchers – with additional prompts for optional chartfields (1-3)	Fund Code % Dept ID % Project ID % Journal Date Account % Journal ID % Chartfield 1 % Chartfield 2 % Chartfield 3 %
FSU_DPT_PCARD_GL_DETAILS	Detail of P-Card transactions hitting the G/L for a range of Journal Dates	Jrnl Date Dept ID % Fund Code %
FSU_DPT_PCARD_HOLDERS	Listing of individuals with a PCard by Department	Dept ID % Empl ID %
FSU_DPT_PCARD_PROXYUSERS	Listing of proxies and cardholders / department(s) they proxy for	Proxy UserID % Dept ID % Proxy Last Name %

Controller's Office Departmental Queries

PAYABLES & DISBURSEMENTS (cont.)		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_PCARD_REC_STMT_DISTRIB	Detail of the chartfields assigned to PCard transactions on the OMNI PCard Reconcile Statement as well as the chartfields assigned to these transactions once they have been vouchered.	Empl ID % Trans Date Dept ID %
FSU_DPT_PCARD_TRANS_INFO	P-Card Transaction information by Employee ID, Transaction Dates, and Dept ID	Emp ID % Trans Date Dept ID %
FSU_DPT_PO	Purchase Order information (PO #, PO Date, Req ID, Amount, PO Status, Vendor, etc.)	Dept ID % PO Date Project ID % Fund Code % Business Unit
FSU_DPT_PO_CHANGE_ORDER	PO Change Order information	Dept ID % PO Date Business Unit
FSU_DPT_PO_WITH_RECVRS_VCHRS	Purchase Order information, including Receipt, Voucher, and Payment information	PO ID % Dept ID % Project ID % Fund Code % Account % PO Date Business Unit
FSU_DPT_REQUISITIONS	Requisition information	Dept ID % Project ID % Fund Code % Enter Date Business Unit
FSU_DPT_VCHR_BY_OPERID_DEPTID	Voucher information by department and/or Operator ID	Dept ID % Enter Date Entered By % Business Unit
FSU_DPT_VCHR_WITH_PYMT_JRNL	Voucher information, including payment and journal data	Dept ID % Fund ID % Project ID % Account % Acct Date Voucher ID % Vendor ID % Business Unit
FSU_DPT_VENDOR_INFO	Vendor info, including Status, Open for PO, Gov Class, Location, Payment Method and Address	Vendor ID % Vendor Name %

Controller's Office Departmental Queries

PROPERTY SERVICES		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_AM_ASSET_ACQ_CUSTODIAN	Detailed acquisition and custodial (offsite to) information for assets	Dept ID % Fund ID % Project ID % Tag # % PO ID % Voucher ID % Business Unit
FSU_DPT_AM_ASSETS_INV	Assets inventoried in current fiscal year by Department	Business Unit Last date of prior FY Dept ID
FSU_DPT_AM_BEG_INV_BAL	Beginning inventory by Department for current fiscal year	Business Unit Last date of prior FY Dept ID
FSU_DPT_AM_COST_ADJ_ASSETS	Cost adjustments in current fiscal year by Department and Accounting Date	Business Unit Dept ID Acct Date
FSU_DPT_AM_CURR_ASSETS	In-service assets by Department	Business Unit Dept ID
FSU_DPT_AM_CURR_NONCAP	Non-Capitalized Assets with a value of $4999 or less that were manually added to Asset Management after 7/1/11 for tracking/inventory purposes only	Dept ID
FSU_DPT_AM_LAST_INV_DT	The last inventory date of un-inventoried assets	Business Unit Begin Dept End Dept Last date of prior FY
FSU_DPT_AM_NBV_ASSETS	Information regarding depreciation and net book value for in-service assets	Fiscal Year Accounting Pd Dept ID % Fund Code % Business Unit
FSU_DPT_AM_NBV_RETIRE	Information regarding depreciation and net book value for assets retired from the department/fund(s) selected	Dept ID % Acct Date Fund Code % Business Unit
FSU_DPT_AM_NBV_TFR	Information regarding depreciation and net book value for assets transferred in to/out of the department/fund(s) selected	Dept ID % Acct Date Fund Code % Business Unit

PROPERTY SERVICES (cont.)		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_AM_NOT_INV	Assets not yet inventoried in the current fiscal year by Department with most recent inventory date	Business Unit Last date of prior FY Dept ID
FSU_DPT_AM_OFFSITE_ASSETS	Assets located off campus (ER244 on file) by Department	Business Unit Dept ID
FSU_DPT_AM_PROPERTY_ROLES	Department Area(s) for which an employee is an Inventory Taker, Property Custodian or Property Manager OR employees who fill these roles for a Department Area.	Department Area % Employee ID %
FSU_DPT_AM_TFR_ASSETS	Assets transferred in/out by Department (Transferring In Dept or Transferring Out Dept) and Transaction Date	Business Unit Tfr Out Dept ID Tfr In Dept ID Trans Date
FSU_DPT_AM_TRANS_RET_ASSETS	Assets transferred or retired by Department and Transaction Date	Business Unit Dept ID Trans Date

STUDENT FINANCIAL SERVICES (Old - for transactions prior to Fiscal Year 2014)		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_CASHIER_ALL_ACCOUNTS	Cashier Entries by Accounting Period	Dept ID % Fund Code % Fiscal Year Acct Period Business Unit
FSU_DPT_CASHIER_CASH_ENTRIES	Cash entries from Cashiering	Dept ID % Fund Code % Entry Date Business Unit
FSU_DPT_CASHIER_REV_EXP_ENTRIE	Non-cash entries from Cashiering	Dept ID % Fund Code % Project % Entry Date Journal ID % Business Unit

Controller's Office Departmental Queries

TRAVEL		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_GL_JRNL_WITH_EXP_SHEET	Travel or Expense Sheet journal information	Dept ID % Fund Code % Project ID % Journal Date Journal ID % Business Unit
FSU_DPT_TCARD_HOLDERS	Listing of individuals with a TCard by Department	Dept ID % Empl ID %
FSU_DPT_TCARD_NOT_AT_PREPAY	T-Card transactions not yet at the Prepay Audit level by Dept ID	Business Unit Dept ID %
FSU_DPT_TE_ER_APRV_HISTORY	ER approval history with reviewer comments	ER Submission Date Dept ID % Fund Code %
FSU_DPT_TE_ER_NOT_AT_PREPAY	Expense Reports not yet at the Prepay Audit level by Dept ID	Business Unit Dept ID %
FSU_DPT_TE_ER_PENDING	Expense Reports in Pending Status by Dept ID	Business Unit Dept ID %
FSU_DPT_TE_EXP_BUSPURP_TYPE	Expense Report by Business Purpose and Type	Dept ID % Fund Code % Account % JRNL Date
FSU_DPT_TE_DEPTID_APPROVERS	All departmental travel approvers by Dept ID	Dept ID % Business Unit
FSU_DPT_TE1_TAUTHS	Travel Authorization information	Business Unit Dept ID % Acct Date Project ID % Business Unit Travel Rep OPRID % Traveler Name %
FSU_DPT_TE2_ADVANCES	Travel Cash Advance information	Dept ID % Acct Date Project ID % Business Unit Travel Rep OPRID % Traveler Name %
FSU_DPT_TE3_EXP_FRGN	Travel Expense Report by Department ID	Dept ID % Acct Date Project ID % Account % Business Unit

Controller's Office Departmental Queries

TRAVEL (cont.)		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_TE3_EXPENSES	Travel Expense Report information	Dept ID % Acct Date Project ID % Business Unit Travel Rep OPRID % Traveler Name %
FSU_DPT_TE4_BY_JRNL_DATE	Travel Expense Report journal information	Dept ID % Fund ID % Project ID % Journal Date Journal ID % Account % Business Unit
FSU_DPT_TE_MY_WALLET_CHGS	Outstanding My Wallet charges (i.e. TCard charges not yet on an expense report)	HR Home Dept ID %

Controller's Office Departmental Queries

CAMPUS SOLUTIONS/STUDENT CENTRAL		
(MUST access from Student Central portal)		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_SF_ITEM_TYPES	Provides accounting entry setup for Item Types.	Item Type
FSU_SF_JRNL_AR_PAYMENTS	Journal detail of payments on Accounts Receivable charges. DOES NOT include detail of what specific charges were paid by the payments.	Dept; Fund; Person/Org ID; Journal Date
FSU_SF_JRNL_CHARGES	Journal detail of tuition and fee charges, including auxiliary fees.	Dept; Fund; Person/Org ID; Journal Date; Term
FSU_SF_JRNL_DEPT_DEPOSITS	Journal detail of departmental deposits processed by a given user on a given day. Replaces CM75 report of KREN Corrections from Legacy.	Journal Date; Deposit ID; Dept; Account; Journal ID
FSU_SF_JRNL_DETAILS	Journal detail of any Student Financials-related transaction.	Journal ID; Dept; Fund; Journal Date; Account; Person/Org ID; Project
FSU_SF_JRNL_WAIVERS	Journal detail of waiver transactions.	Dept; Fund; Person/Org ID; Journal Date; Project
FSU_SF_OS_AR_BAL_TOTAL	Outstanding accounts receivable balances by Person/Organization, Dept, Fund, Project.	Dept; Fund; Person/Org ID; As of Journal Date
FSU_SF_OS_AUX_FEES	Detail by Person/Org, Item Type and Term of all outstanding AR for auxiliary fees (i.e. '2%' Item Types). Note that this excludes any outstanding tuition / student fees.	Dept; Fund; Person/Org ID
FSU_SF_PMT_DET_AR_CHGS	Detail of payments on outstanding Accounts Receivable, including specific charges being paid.	Trnx Date; Person/Org ID; Dept; Fund; Person/Org Name
FSU_SF_SVC_INDICATORS	Detail of service indicators (aka Holds) by Student and/or type of service indicator.	EmplID; Last Name; First Name; Svc Indicator Code
FSU_SF_WAIVED_CHG_DETAIL	Detail of charges waived during a date range for a particular student and/or Waiver Item Type. Includes detailed course info.	Trnx Date; Waiver Item Type; Person/Org ID

Controller's Office Departmental Queries

Other Resources

Further assistance, information, and instruction on using Query Viewer and other aspects of OMNI are available.

- OMNI Training site
- Financial Reporting Tools Class (Course # BTFA02)
- Controller Training & Job Aids

Other OMNI queries are available to departmental users that are not maintained by the Controller's Office.

- Purchasing Services Query Listing
- Human Resources Query Listing
- Search for 'SRAS' folder within the Query Viewer tool