

Running OMNI Departmental Ledgers
Created on 2/27/2013 5:25:00 PM



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Running OMNI Departmental Ledgers

Overview:

Understanding Running OMNI Departmental Ledgers Process

The OMNI Departmental Ledgers serve as the official University reports of financial activity and balances. You may also run these reports from OBI (<http://pbooks.fsu.edu:25170/UPK/OBI/FIN/Publishing Content/PlayerPackage/tocx.html>) which mirror the OMNI reports. However, unlike the OMNI Ledger Reports, OBI reports can be run on-demand for the current period.

In this Tutorial, you will learn how to run the summary and detail OMNI Departmental Ledger Reports for Auxiliary (AUX), E&G (EG), Carryforward (CF) and Sponsored Projects (CG).

Estimated Length: 5 Minutes

Procedure

Scenario:

In this Tutorial, you will learn how to run the summary and detail OMNI Departmental Ledger Reports for Auxiliary (AUX), E&G (EG), Carryforward (CF) and Sponsored Projects (CG).

Key Information:

Fiscal Year
Accounting Period
Department Information
Fund Information
Project Information

Estimated Length: 5 Minutes



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Step	Action
1.	Navigate to OMNI Financials (http://omni.fsu.edu/)

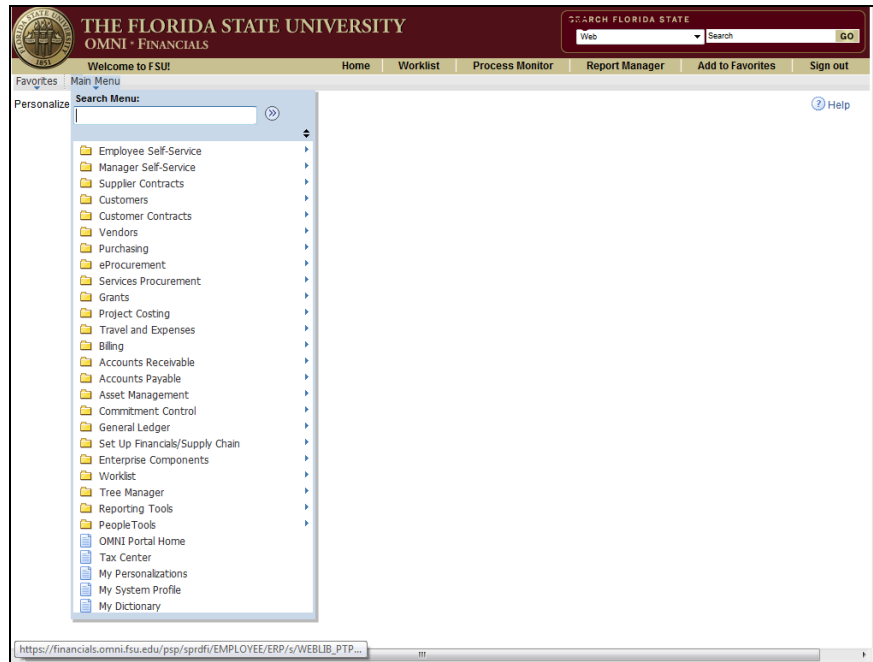





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Step	Action
2.	Click the Main Menu button. 



Step	Action
3.	Click the Reporting Tools menu. 

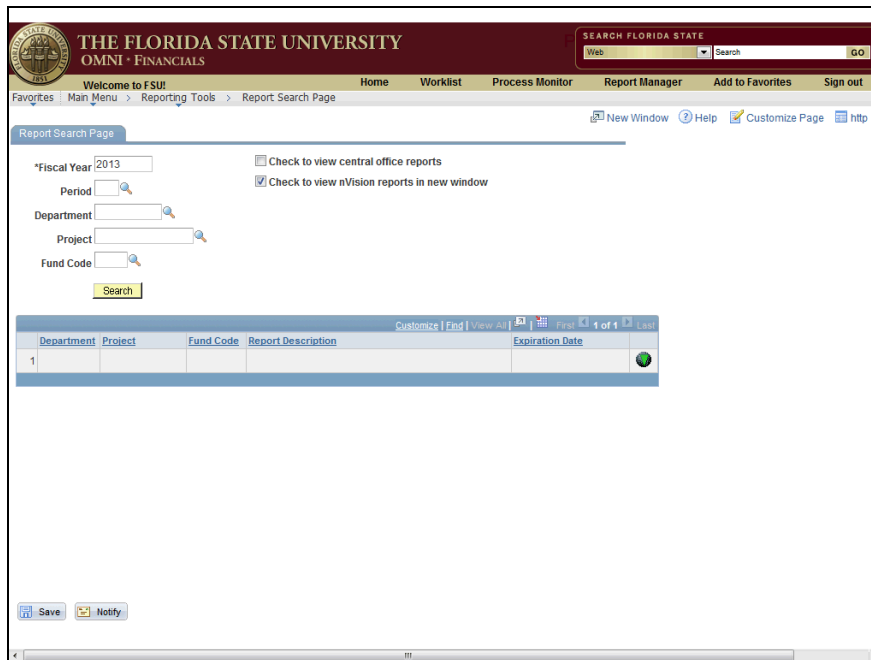


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Step	Action
4.	Click the Report Search Page link. Report Search Page





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Step	Action
5.	The Report Search Page will default to the current Fiscal Year. Enter the desired Fiscal Year, Period, Department, Fund Code and Project (if applicable).

The screenshot displays the 'Report Search Page' interface. At the top, it features the Florida State University logo and 'OMNI - FINANCIALS' branding. A search bar is located in the top right corner. The main content area includes several input fields: 'Fiscal Year' (set to 2013), 'Period', 'Department', 'Project', and 'Fund Code', each with a magnifying glass icon. There are two checkboxes: 'Check to view central office reports' (unchecked) and 'Check to view nVision reports in new window' (checked). A 'Search' button is positioned below the input fields. Below the search area is a table with the following structure:

Department	Project	Fund Code	Report Description	Expiration Date
1				

At the bottom of the page, there are 'Save' and 'Notify' buttons.

Step	Action
6.	Enter the desired information into the Period field. For the purpose of this example, enter "5".



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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out
Favorites | Main Menu > Reporting Tools > Report Search Page

Report Search Page New Window Help Customize Page http

*Fiscal Year 2013 Check to view central office reports
Period 5 Check to view nVision reports in new window
Department
Project
Fund Code
Search

Department	Project	Fund Code	Report Description	Expiration Date
1				

Save Notify

Step	Action
7.	Enter the desired information into the Department field. For the purpose of this example, enter " 029024 ".

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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out
Favorites | Main Menu > Reporting Tools > Report Search Page

Report Search Page New Window Help Customize Page http

*Fiscal Year 2013 Check to view central office reports
Period 5 Check to view nVision reports in new window
Department 029024
Project
Fund Code
Search

Department	Project	Fund Code	Report Description	Expiration Date
1				

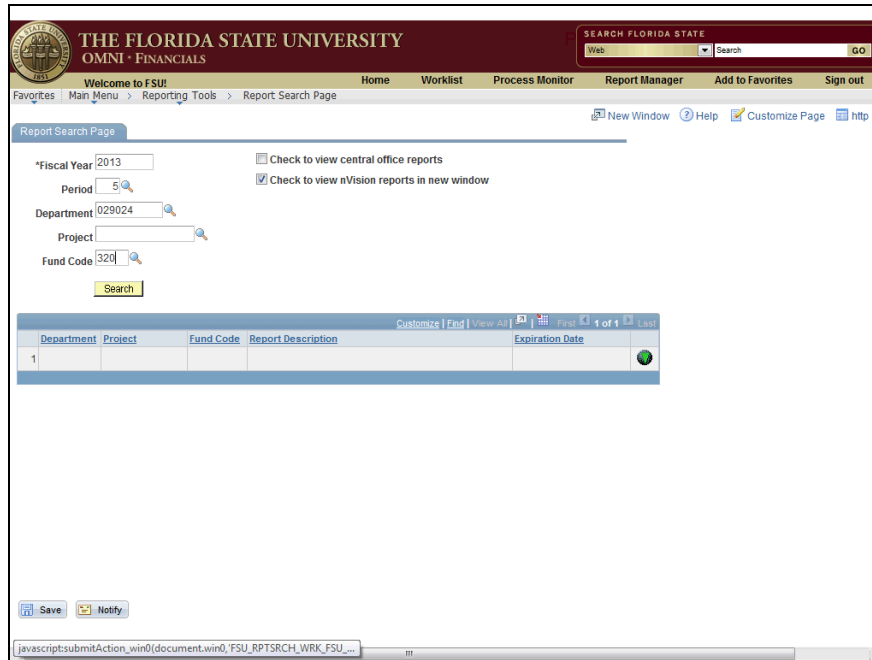
Save Notify

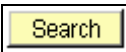


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Step	Action
8.	Enter the desired information into the Fund Code field. For the purpose of this example, enter " 320 ".



Step	Action
9.	Click the Search button. 



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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Reporting Tools > Report Search Page

Report Search Page

*Fiscal Year 2013 Check to view central office reports
 Period 5 Check to view nVision reports in new window
 Department 029024
 Project
 Fund Code 320
 Search

Department	Project	Fund Code	Report Description	Expiration Date
1	029024	320	JENG-029024-320-DLS	12/31/2999
2			FSU CASH REPORT BY DEPT	12/31/2999
3			FSU CASH REPORT BY PROJ	12/31/2999
4			FSU ENCUMBRANCES BY DEPT	12/31/2999
5			FSU ENCUMBRANCES BY PROJ	12/31/2999
6			FSU EXPENSE JOURNAL BY DEPT	12/31/2999
7			FSU EXPENSE JOURNAL BY PROJ	12/31/2999
8			FSU LIABILITY BY DEPT.	12/31/2999
9			FSU LIABILITY BY PROJ	12/31/2999
10			FSU OTH ASSETS JOURNAL BY DEPT	12/31/2999
11			FSU OTH ASSETS JOURNAL BY PROJ	12/31/2999
12			FSU REVENUE JOURNAL BY DEPT	12/31/2999

javascript:submitAction_vwin0(document.winv0.FSU_RPT_SRH_TBL_FSU_R_... BY PROJ... 12/31/2000

Step	Action
10.	<p><i>The OMNI General Ledger Report</i></p> <ul style="list-style-type: none"> - Excel format - Static/unchanging - Organized by Budgetary Account - Provides Budget, Encumbrance and Actual balances - High level summary



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Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out


Report Search Page

*Fiscal Year 2013
Period 5
Department 029024
Project
Fund Code 320

Check to view central office reports
Check to view nVision reports in new window

Search

Department	Project	Fund Code	Report Description	Expiration Date	
1	029024	320	ENG-029024-320-DLS	12/31/2999	
2			FSU CASH REPORT BY DEPT	12/31/2999	Report
3			FSU CASH REPORT BY PROJ	12/31/2999	
4			FSU ENCUMBRANCES BY DEPT	12/31/2999	
5			FSU ENCUMBRANCES BY PROJ	12/31/2999	
6			FSU EXPENSE JOURNAL BY DEPT	12/31/2999	
7			FSU EXPENSE JOURNAL BY PROJ	12/31/2999	
8			FSU LIABILITY BY DEPT	12/31/2999	
9			FSU LIABILITY BY PROJ	12/31/2999	
10			FSU OTH ASSETS JOURNAL BY DEPT	12/31/2999	
11			FSU OTH ASSETS JOURNAL BY PROJ	12/31/2999	
12			FSU REVENUE JOURNAL BY DEPT	12/31/2999	

Step	Action
11.	<p>The report name for the ledger is not intuitive but should generally be the first report on the page and specify selected Department ID/Fund.</p> <p>Click the Report button for the selected Department ID/Fund.</p> 

029024-320-EG-DLS.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Security Warning: Macros have been disabled. Enable Content

FLORIDA STATE UNIVERSITY						
DEPARTMENTAL LEDGER SUMMARY (E&G/Auxiliary)						
AS OF 11/20/12						
ACCTG PER: 6 FISCAL YR: 2013						
DEPT: 029024	Auction Sales Operating					
FUND: 320	Auxiliary Enterprises	BUDGET	PRE-ENCUMBRANCE	ENCUMBRANCE	EXPENSES	AVAILABLE BALANCE
SALARIES AND BENEFITS						
14	710000	Budget Salary Wages	91,281.00	0.00	0.00	0.00
15	710124	USPS Salaries	0.00	0.00	42,023.16	21,489.11
16	710129	USPS Overtime	0.00	0.00	0.00	860.84
17	710141	Salary Social Security Match	0.00	0.00	2,605.44	1,363.37
18	710142	Salary Medicare Match	0.00	0.00	609.33	318.80
19	710152	Defined Benefit Retire Match	0.00	0.00	2,176.60	1,157.67
20	710161	Pretax Admin Assessment	0.00	0.00	0.00	27.45
21	710172	Health Ins Employer Contrib	0.00	0.00	13,362.64	7,709.22
22	710182	State Life Insurance Contrib	0.00	0.00	106.23	61.29
23		Beginning Balance	91,281.00	-	60,883.40	32,987.81
24	710124	USPS Salaries	0.00	0.00	-4,775.37	4,775.35
25	710129	USPS Overtime	0.00	0.00	0.00	124.08
26	710141	Salary Social Security Match	0.00	0.00	-296.06	301.28
27	710142	Salary Medicare Match	0.00	0.00	-69.23	70.46
28	710152	Defined Benefit Retire Match	0.00	0.00	-247.34	253.77
29	710161	Pretax Admin Assessment	0.00	0.00	0.00	3.05
30	710172	Health Ins Employer Contrib	0.00	0.00	-856.50	856.50
31	710182	State Life Insurance Contrib	0.00	0.00	-6.81	6.81
32		Current Month	-	-	(6,251.41)	6,391.38
33	710000	Budget Salary Wages	91,281.00	0.00	0.00	0.00
34	710124	USPS Salaries	0.00	0.00	37,247.79	26,294.46
35	710129	USPS Overtime	0.00	0.00	0.00	984.92
36	710141	Salary Social Security Match	0.00	0.00	2,309.36	1,664.65
37	710142	Salary Medicare Match	0.00	0.00	540.10	389.32
38	710152	Defined Benefit Retire Match	0.00	0.00	1,929.26	1,411.44
39	710161	Pretax Admin Assessment	0.00	0.00	0.00	30.50
40	710172	Health Ins Employer Contrib	0.00	0.00	13,362.64	7,709.22
41	710182	State Life Insurance Contrib	0.00	0.00	106.23	61.29




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Step	Action
12.	<p>The name of the report will appear as the header, along with the entered search criteria.</p> <p>Depending on your department's preference, you may choose to save the file or print it.</p>

The screenshot shows an Excel spreadsheet titled "029024-320-EG-DLS.xls [Read-Only] [Compatibility Mode] - Microsoft Excel". The spreadsheet is a Departmental Ledger Summary for Florida State University, AS OF 11/30/12, for the fiscal year 2013. It details financial data for the department "Auction Sales Operating" (DEPT: 029024) and "Auxiliary Enterprises" (FUND: 320). The columns are: BUDGET, PRE-ENCUMBRANCE, ENCUMBRANCE, EXPENSES, and AVAILABLE BALANCE. The data is organized into sections for "SALARIES AND BENEFITS" and "Current Month".

DEPT:	FUND:	Account Name	BUDGET	PRE-ENCUMBRANCE	ENCUMBRANCE	EXPENSES	AVAILABLE BALANCE
029024	320	Auction Sales Operating					
		Auxiliary Enterprises					
SALARIES AND BENEFITS							
		Budget Salary Wages	91,281.00	0.00	0.00	0.00	
		USPS Salaries	0.00	0.00	42,023.16	21,489.11	
		USPS Overtime	0.00	0.00	0.00	860.64	
		Salary Social Security Match	0.00	0.00	2,605.44	1,363.37	
		Salary Medicare Match	0.00	0.00	609.33	319.86	
		Defined Benefit Retire Match	0.00	0.00	2,176.60	1,157.67	
		Pretax Admin Assessment	0.00	0.00	0.00	27.45	
		Health Ins Employer Contrib	0.00	0.00	13,362.64	7,709.22	
		State Life Insurance Contrib	0.00	0.00	106.23	61.29	
		Beginning Balance	91,281.00	-	60,853.40	32,987.81	(2,590.21)
		USPS Salaries	0.00	0.00	-4,775.37	4,775.35	
		USPS Overtime	0.00	0.00	0.00	124.08	
		Salary Social Security Match	0.00	0.00	-296.08	301.28	
		Salary Medicare Match	0.00	0.00	-59.23	70.46	
		Defined Benefit Retire Match	0.00	0.00	-247.34	253.77	
		Pretax Admin Assessment	0.00	0.00	0.00	3.05	
		Health Ins Employer Contrib	0.00	0.00	-856.58	856.58	
		State Life Insurance Contrib	0.00	0.00	-6.81	6.81	
		Current Month	-	-	(6,251.41)	6,391.38	(139.97)
		Budget Salary Wages	91,281.00	0.00	0.00	0.00	
		USPS Salaries	0.00	0.00	37,247.79	26,264.46	
		USPS Overtime	0.00	0.00	0.00	984.92	
		Salary Social Security Match	0.00	0.00	2,309.36	1,664.65	
		Salary Medicare Match	0.00	0.00	540.10	389.32	
		Defined Benefit Retire Match	0.00	0.00	1,929.26	1,411.44	
		Pretax Admin Assessment	0.00	0.00	0.00	30.50	
		Health Ins Employer Contrib	0.00	0.00	13,362.64	7,709.22	
		State Life Insurance Contrib	0.00	0.00	106.23	61.29	

Step	Action
13.	<p>After reviewing, click the Close button.</p> 



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The screenshot shows the 'Report Search Page' in the OMNI Financials system. The search criteria are: Fiscal Year: 2013, Period: 5, Department: 029024, and Fund Code: 320. The search results table is as follows:

Department	Project	Fund Code	Report Description	Expiration Date
1 029024		320	JENG-029024-320-DLS	12/31/2999
2			FSU CASH REPORT BY DEPT	12/31/2999
3			FSU CASH REPORT BY PROJ	12/31/2999
4			FSU ENCUMBRANCES BY DEPT	12/31/2999
5			FSU ENCUMBRANCES BY PROJ	12/31/2999
6			FSU EXPENSE JOURNAL BY DEPT	12/31/2999
7			FSU EXPENSE JOURNAL BY PROJ	12/31/2999
8			FSU LIABILITY BY DEPT.	12/31/2999
9			FSU LIABILITY BY PROJ	12/31/2999
10			FSU OTH ASSETS JOURNAL BY DEPT	12/31/2999
11			FSU OTH ASSETS JOURNAL BY PROJ	12/31/2999
12			FSU REVENUE JOURNAL BY DEPT	12/31/2999
13			FSU REVENUE JOURNAL BY PROJ	12/31/2999

Step	Action
14.	<p><i>OMNI Departmental Detail Ledgers</i></p> <p>The remaining reports (PDF format) provide transaction details:</p> <ul style="list-style-type: none"> - Department Cash Journal Report - Department Outstanding Encumbrances Report - Department Expense Journal Report - Department Liabilities Journal Report - Department Other Assets Journal Report - Department Revenue Journal Report <p>There are two versions of each – organized by Department or by Project. These reports are also static/unchanging.</p>



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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Reporting Tools > Report Search Page


Report Search Page

*Fiscal Year 2013 Check to view central office reports
 Check to view nVision reports in new window

Period 5
 Department 029024
 Project
 Fund Code 320

Search

Department	Project	Fund Code	Report Description	Expiration Date
1 029024		320	ENG-029024-320-DLS	12/31/2999
2			FSU CASH REPORT BY DEPT	12/31/2999
3			FSU CASH REPORT BY PROJ	12/31/2999
4			FSU ENCUMBRANCES BY DEPT	12/31/2999
5			FSU ENCUMBRANCES BY PROJ	12/31/2999
6			FSU EXPENSE JOURNAL BY DEPT	12/31/2999
7			FSU EXPENSE JOURNAL BY PROJ	12/31/2999
8			FSU LIABILITY BY DEPT.	12/31/2999
9			FSU LIABILITY BY PROJ	12/31/2999
10			FSU OTH ASSETS JOURNAL BY DEPT	12/31/2999
11			FSU OTH ASSETS JOURNAL BY PROJ	12/31/2999
12			FSU REVENUE JOURNAL BY DEPT	12/31/2999

Step	Action
15.	For the purpose of this example, click the Report button for the FSU Expense Journal by Dept. 

Report ID: FDEEXP_D_SGR

OMNI
FLORIDA STATE UNIVERSITY
DEPARTMENT EXPENSE JOURNAL REPORT
As of Period: 5-2013

Page No. 1
Run Date 08-DEC-2012
Run Time 12:41:28.000000_PM

Account	Journal Dt	Journal ID	Line	Vendor Name	Encumbrance #	Voucher ID	Invoice ID	Line Descr	Amount
Department: 001000 - President's Office (DPT01000)									
Fund: 110 - Bad General Revenue									
710121	13-NOV-2012	PAY0193274	17018	Payroll Processing					\$ 10,146.32
	27-NOV-2012	PAY0193801	12719	Payroll Processing					\$ 10,144.32
						710121		Admin & Professional Salaries	Sub Total \$ 20,332.64
710124	13-NOV-2012	PAY0193274	2252	Payroll Processing					\$ 1,333.33
	27-NOV-2012	PAY0193801	1841	Payroll Processing					\$ 1,333.33
						710124		UCRS Salaries	Sub Total \$ 2,666.66
710141	13-NOV-2012	PAY0193274	6457	Payroll Processing					\$ 232.91
	27-NOV-2012	PAY0193801	5120	Payroll Processing					\$ 237.89
						710141		Salary Social Security Match	Sub Total \$ 470.80
710142	13-NOV-2012	PAY0193274	3868	Payroll Processing					\$ 211.24
	27-NOV-2012	PAY0193801	3134	Payroll Processing					\$ 174.94
						710142		Salary Medicare Match	Sub Total \$ 386.18
710152	13-NOV-2012	PAY0193274	3869	Payroll Processing					\$ 205.26
	27-NOV-2012	PAY0193801	3135	Payroll Processing					\$ 205.26
						710152		Defined Benefit Retire Match	Sub Total \$ 410.52
710153	13-NOV-2012	PAY0193274	17052	Payroll Processing					\$ 432.18
	27-NOV-2012	PAY0193801	12720	Payroll Processing					\$ 432.18
						710153		GRP Defined Contrib Match	Sub Total \$ 864.36
710155	13-NOV-2012	PAY0193274	18134	Payroll Processing					\$ 807.47
	27-NOV-2012	PAY0193801	13615	Payroll Processing					\$ 770.15
						710155		Additional Deferred Comp	Sub Total \$ 1,577.62
710161	13-NOV-2012	PAY0193274	18438	Payroll Processing					\$ 4.84
						710161		Pretax Admin Assessment	Sub Total \$ 4.84



Step	Action
16.	<p>The detail reports contain the entire University's transactions.</p> <p>1) Do NOT print the entire document as it is about 3000 pages long</p> <p>2) You must find your own department's transactions and only save/print those pages</p>

Account	Journal Dr	Journal ID	Line	Vendor Name	Recurrence #	Voucher ID	Invoice ID	Line Descr	Amount
710121	13-MOV-2012	PAY0193274	17018	Payroll Processing					\$ 10,166.32
	27-MOV-2012	PAY0193801	12719	Payroll Processing					\$ 10,166.32
								710121 - Admin & Professional Salaries	Sub Total \$ 20,332.64
710124	13-MOV-2012	PAY0193274	2252	Payroll Processing					\$ 1,333.33
	27-MOV-2012	PAY0193801	1841	Payroll Processing					\$ 1,333.33
								710124 - USFS Salaries	Sub Total \$ 2,666.66
710141	13-MOV-2012	PAY0193274	6457	Payroll Processing					\$ 232.91
	27-MOV-2012	PAY0193801	5120	Payroll Processing					\$ 237.69
								710141 - Salary Social Security Match	Sub Total \$ 470.60
710142	13-MOV-2012	PAY0193274	3868	Payroll Processing					\$ 211.24
	27-MOV-2012	PAY0193801	3114	Payroll Processing					\$ 174.94
								710142 - Salary Medicare Match	Sub Total \$ 386.18
710152	13-MOV-2012	PAY0193274	3869	Payroll Processing					\$ 205.26
	27-MOV-2012	PAY0193801	3116	Payroll Processing					\$ 205.26
								710152 - Defined Benefit Retire Match	Sub Total \$ 410.52
710153	13-MOV-2012	PAY0193274	17052	Payroll Processing					\$ 432.18
	27-MOV-2012	PAY0193801	12720	Payroll Processing					\$ 432.18
								710153 - GRP Defined Contrib Match	Sub Total \$ 864.36
710155	13-MOV-2012	PAY0193274	18134	Payroll Processing					\$ 807.47
	27-MOV-2012	PAY0193801	13415	Payroll Processing					\$ 770.15
								710155 - Additional Deferred Comp	Sub Total \$ 1,577.62
710161	13-MOV-2012	PAY0193274	18638	Payroll Processing					\$ 4.84
								710161 - Pretax Admin Assessment	Sub Total \$ 4.84

Step	Action
17.	Press [Ctrl+F] on your keyboard to search through the PDF document.



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Account	Journal Dr	Journal ID	Line	Vendor Name	Encumbrance #	Voucher ID	Invoice ID	Line Descr	Amount
Report ID: FURKXP_D_SGR OMNI FLORIDA STATE UNIVERSITY DEPARTMENT RESPONSE JOURNAL REPORT As of Period: 5-2013 Page No. 1 Run Date 08-DEC-2012 Run Time 12:41:28.000000_PW									
Department: 001000 - President's Office (DPT001000) Fund: 110 - BAO General Revenue									
710121	13-MOV-2012	PAY0193274	17018	Payroll Processing					\$ 10,146.32
	27-MOV-2012	PAY0193801	12719	Payroll Processing					\$ 10,146.32
						710121		Admin & Professional Salaries	Sub Total \$ 20,332.64
710124	13-MOV-2012	PAY0193274	2352	Payroll Processing					\$ 1,333.33
	27-MOV-2012	PAY0193801	1841	Payroll Processing					\$ 1,333.33
						710124		USPG Salaries	Sub Total \$ 2,666.66
710141	13-MOV-2012	PAY0193274	4457	Payroll Processing					\$ 232.91
	27-MOV-2012	PAY0193801	6120	Payroll Processing					\$ 237.89
						710141		Salary Social Security Match	Sub Total \$ 470.80
710142	13-MOV-2012	PAY0193274	3848	Payroll Processing					\$ 211.24
	27-MOV-2012	PAY0193801	3114	Payroll Processing					\$ 174.94
						710142		Salary Medicare Match	Sub Total \$ 386.18
710152	13-MOV-2012	PAY0193274	3869	Payroll Processing					\$ 285.26
	27-MOV-2012	PAY0193801	3135	Payroll Processing					\$ 285.26
						710152		Defined Benefit Retire Match	Sub Total \$ 410.52
710153	13-MOV-2012	PAY0193274	17052	Payroll Processing					\$ 432.18
	27-MOV-2012	PAY0193801	12720	Payroll Processing					\$ 432.18
						710153		ORP Defined Contrib Match	Sub Total \$ 864.36
710155	13-MOV-2012	PAY0193274	18534	Payroll Processing					\$ 807.47
	27-MOV-2012	PAY0193801	13415	Payroll Processing					\$ 770.15
						710155		Additional Deferred Comp	Sub Total \$ 1,577.62
710161	13-MOV-2012	PAY0193274	18438	Payroll Processing					\$ 4.84
						710161		Pretax Admin Assessment	Sub Total \$ 4.84

Step	Action
18.	Enter the desired information into the Find field. For the purpose of this example, enter " 029024 ".

Account	Journal Dr	Journal ID	Line	Vendor Name	Encumbrance #	Voucher ID	Invoice ID	Line Descr	Amount
Report ID: FURKXP_D_SGR OMNI FLORIDA STATE UNIVERSITY DEPARTMENT RESPONSE JOURNAL REPORT As of Period: 5-2013 Page No. 1 Run Date 08-DEC-2012 Run Time 12:41:28.000000_PW									
Department: 001000 - President's Office (DPT001000) Fund: 110 - BAO General Revenue									
710121	13-MOV-2012	PAY0193274	17018	Payroll Processing					\$ 10,146.32
	27-MOV-2012	PAY0193801	12719	Payroll Processing					\$ 10,146.32
						710121		Admin & Professional Salaries	Sub Total \$ 20,332.64
710124	13-MOV-2012	PAY0193274	2352	Payroll Processing					\$ 1,333.33
	27-MOV-2012	PAY0193801	1841	Payroll Processing					\$ 1,333.33
						710124		USPG Salaries	Sub Total \$ 2,666.66
710141	13-MOV-2012	PAY0193274	4457	Payroll Processing					\$ 232.91
	27-MOV-2012	PAY0193801	6120	Payroll Processing					\$ 237.89
						710141		Salary Social Security Match	Sub Total \$ 470.80
710142	13-MOV-2012	PAY0193274	3848	Payroll Processing					\$ 211.24
	27-MOV-2012	PAY0193801	3114	Payroll Processing					\$ 174.94
						710142		Salary Medicare Match	Sub Total \$ 386.18
710152	13-MOV-2012	PAY0193274	3869	Payroll Processing					\$ 285.26
	27-MOV-2012	PAY0193801	3135	Payroll Processing					\$ 285.26
						710152		Defined Benefit Retire Match	Sub Total \$ 410.52
710153	13-MOV-2012	PAY0193274	17052	Payroll Processing					\$ 432.18
	27-MOV-2012	PAY0193801	12720	Payroll Processing					\$ 432.18
						710153		ORP Defined Contrib Match	Sub Total \$ 864.36
710155	13-MOV-2012	PAY0193274	18534	Payroll Processing					\$ 807.47
	27-MOV-2012	PAY0193801	13415	Payroll Processing					\$ 770.15
						710155		Additional Deferred Comp	Sub Total \$ 1,577.62
710161	13-MOV-2012	PAY0193274	18438	Payroll Processing					\$ 4.84
						710161		Pretax Admin Assessment	Sub Total \$ 4.84



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Step	Action
19.	Press [Enter] on your keyboard to find your specified Department ID.

Account	Journal	Date	Vendor	Amount	Description
710124	13-MOV-2012	PAY0193274	10214	2,387.68	Payroll Processing
27-MOV-2012	PAY0193801	7216	2,387.67		Payroll Processing
				4,775.35	Sub Total \$
710129	13-MOV-2012	PAY0193274	10215	124.08	Payroll Processing
				124.08	Sub Total \$
710141	13-MOV-2012	PAY0193274	15381	153.25	Payroll Processing
27-MOV-2012	PAY0193801	11008	148.03		Payroll Processing
				301.28	Sub Total \$
710142	13-MOV-2012	PAY0193274	10218	35.84	Payroll Processing
27-MOV-2012	PAY0193801	7216	34.62		Payroll Processing
				70.46	Sub Total \$
710152	13-MOV-2012	PAY0193274	12771	110.10	Payroll Processing
27-MOV-2012	PAY0193801	9143	123.67		Payroll Processing
				233.77	Sub Total \$
710161	13-MOV-2012	PAY0193274	12770	3.05	Payroll Processing
				3.05	Sub Total \$
710172	13-MOV-2012	PAY0193274	4909	856.58	Payroll Processing
				856.58	Sub Total \$
710182	13-MOV-2012	PAY0193274	2244	6.81	Payroll Processing
				6.81	Sub Total \$
740229	05-MOV-2012	AP00193011	799	400.00	VIA CARD SERVICES
				400.00	Sub Total \$
				400.00	Journal AP00193011 Line Total

Step	Action
20.	<p>If you have several department IDs, you must ensure you are saving/printing all necessary pages by searching for all your Department IDs.</p> <p><i>Note:</i> To avoid searching through all the University's transactions, you can pull just your individual Department IDs on one report using OBI (http://pbooks.fsu.edu:25170/UPK/OBI/FIN/Publishing%20Content/PlayerPackage/tocx.html).</p>



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Account	Journal Dc	Journal ID	Line	Vendor Name	Encumbrance #	Voucher ID	Invoice ID	Line Descr	Amount
Report ID: FURKXP_D_SGR OMNI FLORIDA STATE UNIVERSITY DEPARTMENT RESPONSE JOURNAL REPORT As of Period: 5-2013 Page No. 546 Run Date 08-DEC-2012 Run Time 12:41:28.000000_PM									
Department: 029024 - Auction Sales Operating (DP029024) Fund: 320 -									
710124	13-NOV-2012	PAY0193274	10214	Payroll Processing					\$ 2,387.68
27-NOV-2012	PAY0193801	7215	Payroll Processing					\$ 2,387.67	
						710124		USPS Salaries	Sub Total \$ 4,775.35
710129	13-NOV-2012	PAY0193274	10215	Payroll Processing					\$ 124.08
						710129		USPS Overtime	Sub Total \$ 124.08
710141	13-NOV-2012	PAY0193274	15391	Payroll Processing					\$ 153.25
27-NOV-2012	PAY0193801	11008	Payroll Processing						\$ 148.03
						710141		Salary Social Security Match	Sub Total \$ 301.28
710142	13-NOV-2012	PAY0193274	10218	Payroll Processing					\$ 35.84
27-NOV-2012	PAY0193801	7216	Payroll Processing						\$ 34.62
						710142		Salary Medicare Match	Sub Total \$ 70.46
710152	13-NOV-2012	PAY0193274	12771	Payroll Processing					\$ 130.10
27-NOV-2012	PAY0193801	9143	Payroll Processing						\$ 123.67
						710152		Defined Benefit Retire Match	Sub Total \$ 253.77
710161	13-NOV-2012	PAY0193274	12770	Payroll Processing					\$ 3.05
						710161		Pretax Admin Assessment	Sub Total \$ 3.05
710172	13-NOV-2012	PAY0193274	4909	Payroll Processing					\$ 856.58
						710172		Health Ins Employer Contrib	Sub Total \$ 856.58
710182	13-NOV-2012	PAY0193274	2244	Payroll Processing					\$ 6.81
						710182		State Life Insurance Contrib	Sub Total \$ 6.81
740229	05-NOV-2012	AP00193011	799	FIA CARD SERVICE		00761835	2904464_0000000000000001	Journal AP00193011 Line Total	400.00
								Journal AP00193011 Line Total	\$ 400.00

Step	Action
21.	Click the scrollbar to scroll down.

Account	Journal Dc	Journal ID	Line	Vendor Name	Encumbrance #	Voucher ID	Invoice ID	Line Descr	Amount
Report ID: FURKXP_D_SGR OMNI FLORIDA STATE UNIVERSITY DEPARTMENT RESPONSE JOURNAL REPORT As of Period: 5-2013 Page No. 547 Run Date 08-DEC-2012 Run Time 12:41:28.000000_PM									
Department: 029024 - Auction Sales Operating (DP029024) Fund: 320 -									
740229						740229		Prof Evns Density	Sub Total \$ 400.00
740231	30-NOV-2012	AP00194060	70	JERRY DUNCAN	0000803402	00767137	F021206.5	Journal AP00194060 Line Total	280.00
								Journal AP00194060 Line Total	\$ 280.00
740231						740231		Prof Evns Other	Sub Total \$ 280.00
740242	05-NOV-2012	AP00193011	1188	FIA CARD SERVICE		00761835	2904464_0000000000000001	FIA CARD SERVICE	19.84
				FIA CARD SERVICE		00761835	2904464_0000000000000001	FIA CARD SERVICE	29.96
								Journal AP00193011 Line Total	\$ 49.82
740262						740262		Prof Evns Custodial/Janitorial	Sub Total \$ 49.82
740703	28-NOV-2012	TRG0193844	1335	Telecom					\$ 68.01
29-NOV-2012	TRG0193964	1280	Telecom						\$ 68.01
						740703		Network/Comm Recurring	Sub Total \$ 136.02
740930	20-NOV-2012	AP00193638	837	FIA CARD SERVICE		00764946	2920725_0000000000000001	Journal AP00193638 Line Total	7.80
								Journal AP00193638 Line Total	\$ 7.80
740930						740930		Repair/Maint Evns Facil/Equip	Sub Total \$ 7.80
741102	13-NOV-2012	AP00193293	1218	FIA CARD SERVICE		00763472	2813704_0000000000000001	Journal AP00193293 Line Total	134.43
								Journal AP00193293 Line Total	\$ 134.43
741102						741102		Supplies Print/Copy	Sub Total \$ 134.43
741145	02-NOV-2012	0000192910	2	Controller On-line				AP00191221	\$ -150.00
						741145		Software Expendable	Sub Total \$ -150.00
741335	01-NOV-2012	AP00192843	195	CINTAC	0000801029	00761234	646561268	CINTAC	29.96
				CINTAC	0000801029	00761235	646560327	CINTAC	29.96
				CINTAC	0000801029	00761236	646559368	CINTAC	29.96
								Journal AP00192843 Line Total	\$ 89.88



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Step	Action
22.	Transaction details will be listed including <i>Account, Journal ID, Vendor, Amount, etc.</i>

Report ID: PDDEXP_D_SQR
 FLORIDA STATE UNIVERSITY
 DEPARTMENT EXPENSE JOURNAL REPORT
 As of Period: 5-2013
 Page No. 147
 Run Date 08-DEC-2012
 Run Time 12:41:28.000000_PM

Account	Journal Dt	Journal ID	Line	Vendor Name	Encumbrance #	Voucher ID	Invoice ID	Line Descr	Amount
						740229		- Prof Evms Security	Sub Total \$ 400.00
740231	30-NOV-2012	AP00194060	70	JERRY DUNCAN	0000803402	00767137	FE01205.5	Journal AP00194060 Line Total	280.00 \$ 280.00
						740231		- Prof Evms Other	Sub Total \$ 280.00
740262	05-NOV-2012	AP00193011	1188	FIA CARD SERVICES		00761835	2904464_000000000000000001	FIA CARD SERVICES	19.86
						00761835	2904464_000000000000000001	Journal AP00193011 Line Total	29.96 \$ 49.82
						740262		- Prof Evms Custodial/Janitorial	Sub Total \$ 49.82
740703	29-NOV-2012	TEL0193844	1335	Telecom					\$ 48.01
	29-NOV-2012	TEL0193956	1280	Telecom					\$ 48.01
						740703		- Network/Comm Recurring	Sub Total \$ 136.02
740930	20-NOV-2012	AP00193438	837	FIA CARD SERVICES		00764846	2920726_000000000000000001	Journal AP00193438 Line Total	7.80 \$ 7.80
						740930		- Repair/Maint Evms Facil/Equip	Sub Total \$ 7.80
741102	13-NOV-2012	AP00193293	1218	FIA CARD SERVICES		00763472	2913704_000000000000000001	Journal AP00193293 Line Total	134.43 \$ 134.43
						741102		- Supplies Print/Copy	Sub Total \$ 134.43
741145	02-NOV-2012	0000192910	2	Controller On-line				AP00191221	\$ -150.00
						741145		- Software Expendable	Sub Total \$ -150.00
741336	01-NOV-2012	AP00192863	196	CINTAS	0000801029	00761234	646161268		29.96
				CINTAS	0000801029	00761235	646160227		29.96
				CINTAS	0000801029	00761236	646159368		29.96
								Journal AP00192863 Line Total	\$ 89.88

Step	Action
23.	The Voucher ID column can actually represent Expense Report ID or Payee ID as well, though the column header does not specify this. You can usually tell by the Journal ID prefix (e.g. AP journals will have a Voucher ID, EX journals will have an Expense Report ID, etc.)



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Account	Journal Dt	Journal ID	Line	Vendor Name	Branch	Voucher ID	Invoice ID	Line Descr	Amount
						740229		Prof Evns Security	Sub Total \$ 400.00
740231	30-NOV-2012	AP00194040	70	JERRY DUNCAN	000083402	00767117	PEU1205.5	Journal AP00194040 Line Total	280.00 \$ 280.00
						740231		Prof Evns Other	Sub Total \$ 280.00
740262	05-NOV-2012	AP00193011	1188	FIA CARD SERVICES		00761835	2904464_000000000000000001	FIA CARD SERVICES	19.86
						00761835	2904464_000000000000000001	Journal AP00193011 Line Total	29.96 \$ 49.82
						740262		Prof Evns Custodial/Janitorial	Sub Total \$ 49.82
740703	28-NOV-2012	TR0193844	1335	Telecom					\$ 68.01
	29-NOV-2012	TR0193956	1280	Telecom					\$ 68.01
						740703		Network/Comm Recurring	Sub Total \$ 136.02
740930	20-NOV-2012	AP00193638	837	FIA CARD SERVICE		00764946	2920726_000000000000000001	Journal AP00193638 Line Total	7.80 \$ 7.80
						740930		Repair/Maint Evns Facil/Equip	Sub Total \$ 7.80
741102	13-NOV-2012	AP00193293	1218	FIA CARD SERVICES		00763472	2913704_000000000000000001	Journal AP00193293 Line Total	134.43 \$ 134.43
						741102		Supplies Print/Copy	Sub Total \$ 134.43
741145	02-NOV-2012	0000192910	2	Controller On-line				AP00191221	\$ -150.00
						741145		Software Expendable	Sub Total \$ -150.00
741335	01-NOV-2012	AP00192863	195	CINTAC	000081029	00761224	646561268		29.96
				CINTAC	000081029	00761235	646160327		29.96
				CINTAC	000081029	00761236	646569348		29.96
						Journal AP00192863 Line Total			\$ 89.88

Step	Action
24.	Once you have saved/printed only the necessary pages for your department, click the Close Tab button.

THE FLORIDA STATE UNIVERSITY
OMNI FINANCIALS

SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu Reporting Tools Report Search Page

Report Search Page

*Fiscal Year 2013 Check to view central office reports
 Period 5 Check to view nVision reports in new window
 Department 029024
 Project
 Fund Code 320

Search

Department	Project	Fund Code	Report Description	Expiration Date
1	029024	320	JENG-029024-320-DLS	12/31/2999
2			FSU CASH REPORT BY DEPT	12/31/2999
3			FSU CASH REPORT BY PROJ	12/31/2999
4			FSU ENCUMBRANCES BY DEPT	12/31/2999
5			FSU ENCUMBRANCES BY PROJ	12/31/2999
6			FSU EXPENSE JOURNAL BY DEPT	12/31/2999
7			FSU EXPENSE JOURNAL BY PROJ	12/31/2999
8			FSU LIABILITY BY DEPT.	12/31/2999
9			FSU LIABILITY BY PROJ	12/31/2999
10			FSU OTH ASSETS JOURNAL BY DEPT	12/31/2999
11			FSU OTH ASSETS JOURNAL BY PROJ	12/31/2999
12			FSU REVENUE JOURNAL BY DEPT	12/31/2999



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Step	Action
25.	Congratulations! You have completed the topic. End of Procedure.