



### *Accounts Payable*

## **Searching for Account Codes**

#### **Overview:**

#### **Understanding the Searching for Account Codes Process**

This tutorial outlines the steps to inquire on account codes. Knowing how to navigate to Account Codes will help you perform your daily work in OMNI Financials.

Examples of tasks that require accurate account codes include:

- Entering an ePRF
- Submitting a PRF
- Reconciling weekly PCard transactions

In this tutorial, you will learn how to search for account codes by number or description. For example, if you need to find all account codes that contain the description “computer” using Chartfield Values, you will find codes for software, miscellaneous equipment, network fees and equipment.

You may also research account codes using the OMNI Query titled "FSU\_DPT\_CODES\_ACCOUNT."

#### **Procedure**

#### **Scenario:**

In this topic, you will learn the steps to search for account codes by number or description.

#### **Key Information:**

- Account Code
- Account Description



# OMNI

## Training Guide

The screenshot shows the OMNI web application interface. At the top, there is a search bar for Florida State University and navigation links for Home, Personalize Content, and Sign out. The main content area is divided into several sections:

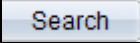
- Employee Central:** Contains links for Financials, HR / Payroll, and Resources and Applications.
- OMNI FINANCIALS 9.1:** Features a link for Financials 9.1.
- OMNI HR 9.0:** Features a link for Human Resources 9.0.
- OBI Reporting:** Includes an interactive dashboard for OBI Reporting.
- OMNI e-Market:** Provides access to OMNI e-Market for online shopping.
- FSU Help Desk:** Offers assistance from the FSU Help Desk.
- FSU Budget Crisis Committee:** Contains an important announcement regarding the committee's expansion.
- FSU Releases Free App:** Promotes a free mobile application for sports scores and schedules.

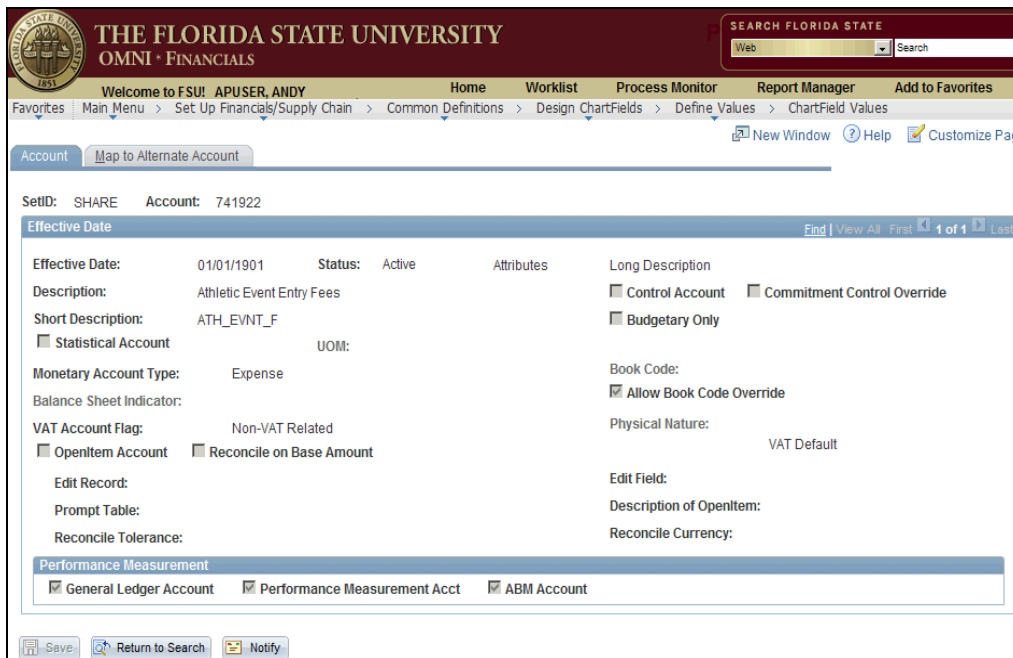
Step	Action
1.	Click the <b>Financials 9.0</b> link. 
2.	Click the <b>Main Menu</b> button. 
3.	Click the <b>Set Up Financials/Supply Chain</b> menu. 
4.	Click the <b>Common Definitions</b> link.
5.	Click the <b>Design ChartFields</b> link. 
6.	Click the <b>Define Values</b> link.
7.	Click the <b>ChartField Values</b> link. 

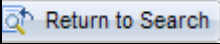


Step	Action
8.	Click the <b>Account</b> link. <a href="#">Account</a>



Step	Action
9.	Search for the desired account.  <b>NOTE:</b> Narrow your search by inputting the first few numbers of an account code and utilizing the wildcard '%' for the unknown portion. You could also include a word in the <b>Description</b> field and change the drop-down "begins with" menu to "contains" to search based on a keyword.
10.	Select the desired account for review.
11.	Click the <b>Search</b> button. 



Step	Action
12.	You have just completed a search by account code. Review details of the selected account as needed.  Click the <b>Return to Search</b> button to return to the Account Search page.  In the next few steps, you will learn how to search by description. 



# OMNI

## Training Guide

**THE FLORIDA STATE UNIVERSITY**  
OMNI \* FINANCIALS

Welcome to FSU! APUSER, ANDY      Home      Worklist      Process M

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > D

### Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

SetID: = [SHARE]

Account: begins with [741922]

Description: begins with [ ]

Account Type: begins with [ ]

Case Sensitive

Search    Clear    Basic Search    Save Search Criteria

Clear

### Search Results

View All      First 1 of 1 Last

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
SHARE	741922	Athletic Event Entry Fees	E	N	(blank)	(blank)

Step	Action
13.	<p>Now, search by <b>Description</b> to identify the desired account.</p> <p>To do this, click the <b>Clear</b> button to remove all existing criteria from the previous search.</p> <p><input type="button" value="Clear"/></p>
14.	<p>Enter "<b>SHARE</b>" into the <b>SetID</b> field.</p> <p><b>NOTE:</b> This is usually a default value required to perform a search. However, clicking clear will remove default values and values from prior searches.</p>
15.	<p>To look up an account by keyword, click the <b>Description</b> list.</p> <p><input type="button" value="begins with"/></p>



**THE FLORIDA STATE UNIVERSITY**  
OMNI + FINANCIALS

Welcome to FSU! APUSER, ANDY

Home Worklist

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design

### Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

SetID: = SHARE

Account: begins with

Description: begins with

Account Type: begins with

Case Sensitive

Search Search Save Search Criteria

Step	Action
16.	<p>Click the “contains” list item.</p> <p><b>NOTE:</b> Your search results may not identify all uses of the keyword unless you select "contains" from the "begins with" menu.</p> <p><b>contains</b></p>

**THE FLORIDA STATE UNIVERSITY**  
OMNI + FINANCIALS

Welcome to FSU! APUSER, ANDY

Home Worklist

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions >

### Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

SetID: = SHARE

Account: begins with

Description: contains

Account Type: begins with

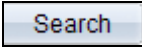
Case Sensitive

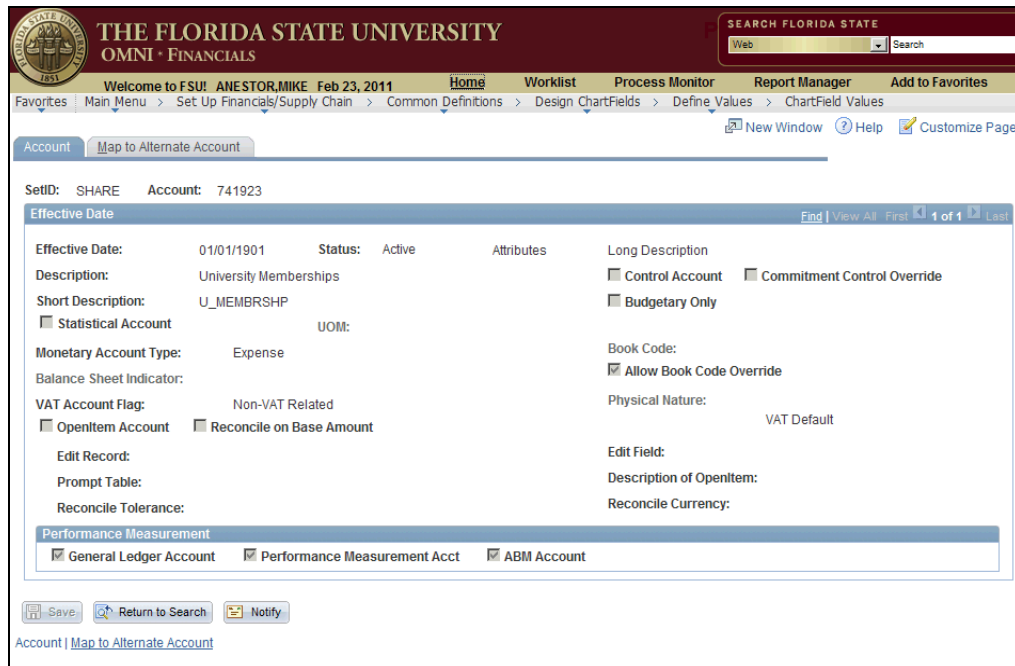
Search Clear Basic Search Save Search Criteria




# OMNI

## Training Guide

Step	Action
17.	Enter the desired keyword into the <b>Description</b> field.  <b>NOTE:</b> This is a description of the service or commodity type that you are trying to match to an account code. As the character length for this field is limited, it maybe helpful to search using different word combinations and abbreviations if your first search does not return any results.
18.	Click the <b>Search</b> button. 
19.	All account codes containing the word "Member" are shown below in the Search Results.  Select the desired account link.



The screenshot shows the OMNI Financials interface for The Florida State University. The user is logged in as ANESTOR,MIKE on Feb 23, 2011. The current view is for Account 741923, 'University Memberships', with an effective date of 01/01/1901. The account is active and has a description of 'University Memberships'. The interface includes various fields for account details, such as 'Statistical Account', 'Monetary Account Type', 'Balance Sheet Indicator', 'VAT Account Flag', 'Edit Record', 'Prompt Table', and 'Reconcile Tolerance'. There are also checkboxes for 'Performance Measurement' options: 'General Ledger Account', 'Performance Measurement Acct', and 'ABM Account'. Navigation buttons like 'Save', 'Return to Search', and 'Notify' are visible at the bottom.

Step	Action
20.	Review details as needed, and then click the <b>Home</b> link to return to the main menu. 
21.	<b>Congratulations!</b> You have completed this topic.  <b>End of Procedure.</b>