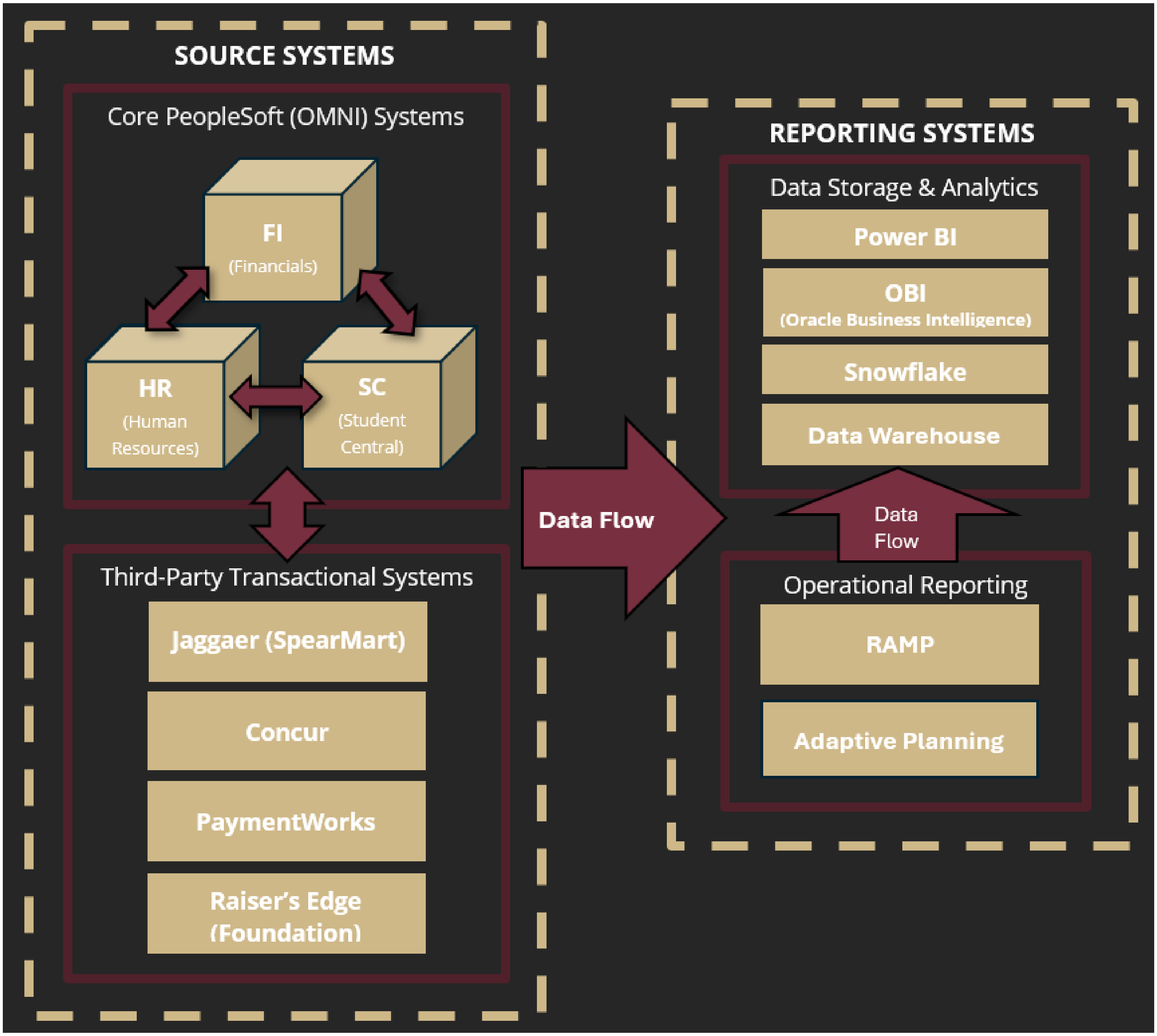
FINANCIAL REPORTING AND SYSTEMS AT FSU



OMNI FINANCIALS

Used for:

- Running queries
- Looking up specific transaction details or specific departmental budget balances
- Best for up-to-the-minute data or specific info (e.g. a listing of Journal sources)
- Provides transaction details that may not be available in BI

- Controller's Office recommended queries listing available at https://controller.vpfa.fsu.edu/recommended-queries
- All other central offices have a list of approved queries; contact the appropriate central office if you can't find a query to fit your needs

Queries:

- Ad hoc (literally "for this") request of information from a database
- Results are downloadable to Excel
- All FSU employees have access to query tool in FI; additional access is required to run queries in HR or SC
- **Location:** OMNI FI > Transactions and Reporting > Reporting > Query Viewer
- **Wildcard (%)** is required where noted in the query prompt

ORACLE BUSINESS INTELLIGENCE (OBI)

Used for:

- Data warehouse tool with numerous dashboard reports that drill to detail support in OMNI. The prompts available vary by dashboard.
- The data in BI is loaded from OMNI Financials (FI), Human Resources (HR), and Student Central (SC) nightly so it reflects yesterday's activity.

Financial Reports:

- **Budget and Transaction** – A quick view of available funding sources and available budget. The detail tabs provide encumbrance and expense details.
- **Transaction Details** – Detailed transaction information by account type (expense, encumbrance, cash, revenue, liabilities, and other assets) for the period(s) selected with links that drill into the transaction support in OMNI. This report will also provide a prompt by optional chartfield.
- **Expense Data Mining** – Provides the same detailed expense information as found in the Transaction Details dashboard but has additional prompts. Allows departments to search for expense information in very specific ways.
- **Departmental Ledger Review** – Recommended for use in performing the required monthly ledger reviews.

General BI Notes:

- Best practice to uncheck the **Select Dept ID** in the Dept ID box
- Can save prompts selected using **Page Options>Save Current Customization** to use the same prompts next time run the dashboard
- Everything that is blue in BI is a drillable link
- Results are downloadable to excel and pdf
- Each dashboard has a "Help" link in the bottom of the prompt box for additional information about the dashboard including roles needed to access and who to contact if there are questions

OTHER SOFTWARE:

- **SpearMart (Jaggaer)** – Create requisitions, shop catalog purchases, and process all contracts
- **Concur** – Book airfare, create travel requests, and process expense reports
- **PaymentWorks** – Onboard all vendors
- **Adaptive Planning** – Prepare the annual budget and run budgetary reports including E&G rate reports
- **RAMP** – Sponsored project proposals, awards, contracts, etc.