



### *Purchasing Card Activities*

#### Using the Purchasing Card Query

#### Overview:

#### Understanding the Using the Purchasing Card Query Process

This tutorial details the steps required to use the Purchasing Card query in OMNI. The query can be used in two different ways: to view P-Card transactions by cardholder or to view P-Card transactions charged to a particular Department ID.

For more information on the Purchasing Card visit <http://purchasing.fsu.edu/Purchasing-Card-Information>

#### Procedure

#### Scenario:

This tutorial details the steps required to use the Purchasing Card query in OMNI. The query can be used in two different ways: to view P-Card transactions by cardholder or to view P-Card transactions charged to a particular Department ID.

#### Key Information:

Cardholder Employee ID  
Department ID

The screenshot displays the OMNI web application interface for The Florida State University. The header includes the university logo, the text "THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION", and a search bar. Below the header, there is a navigation bar with "Welcome! APPROVER1, AL" and links for "Home", "Personalize Content", and "Sign out". The main content area is divided into several sections:

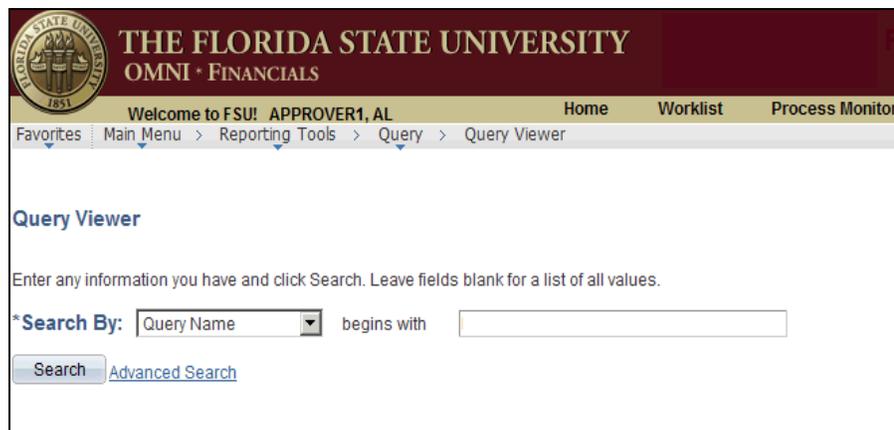
- Employee Central:** A sidebar menu with categories like "Financials" (Expense Reports, Travel Authorizations), "HR / Payroll" (Benefits Summary, Compensation History, Direct Deposit, Job Opening Search/Application, View Paycheck, Personal Information Summary, Email Addresses, Home and Mailing Address, Timesheet, W-4 Information, W-2/W-2c Consent, View/Print W2 Forms, Certify Effort), and "Resources and Applications" (Job Aids, Budget Office, Controller, Human Resources, Purchasing, Travel, FSU Help Desk, Business Objects XI).
- OMNI FINANCIALS 9.1:** A tile for "Financials 9.1" with the subtext "Access OMNI Financials 9.1".
- OMNI HR 9.0:** A tile for "Human Resources 9.0" with the subtext "Access OMNI Human Resources 9.0".
- OBI Reporting:** A tile for "Interactive Dashboards" with the subtext "OMNI related reporting and dashboards".
- OMNI e-Market:** A tile for "OMNI e-Market" with the subtext "OMNI online shopping".
- FSU Help Desk:** A tile for "FSU Help Desk" with the subtext "FSU's Technology Services Help Desk. Research help topics or submit an online help request."
- FSU Budget Crisis Committee:** A section with an "important!" warning icon and text: "In continuing response to the on-going state fiscal problems, the President has expanded the Budget Crisis Committee to include a faculty representative from each college. Key in the overall reconstitution of the committee is the significantly expanded faculty participation; Now each college has at least one representative. The committee members shall listen, ask questions, provide advice, act as the point of contact for their respective colleges and keep their colleges informed. Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://campus.fsu.edu/budget>. In addition to such materials, the site also offers a way to provide suggestions and feedback to Committee members."
- FSU Releases Free App:** A section with a warning icon and text: "Check out FSU sports scores and schedules, videos, images, campus map, directory and places all in the palm of your hand. To download free FSU app go to Blackberry AppWorld. For iPhone, iPod and iPad free app, go to iTunes. For more information on the FSUMobile Application, visit: <http://its.fsu.edu/Web-Services/FSU-Mobile>"

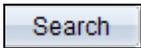


# OMNI

## Training Guide

Step	Action
1.	Click the <b>Financials 9.1</b> link. <a href="#">Financials 9.1</a>
2.	Click the <b>Main Menu</b> button. <a href="#">Main Menu</a>
3.	Click the <b>Reporting Tools</b> menu. 
4.	Click the <b>Query Viewer</b> link. <a href="#">Query Viewer</a>



Step	Action
5.	Enter " <b>FSU_DPT_PCARD_TRANS_INFO</b> " into the <b>begins with</b> field.
6.	Click the <b>Search</b> button. 
7.	Click the <b>Favorite</b> link to add the query to the " <b>My Favorite Queries</b> " list.  <b>NOTE:</b> If you already have the query as a Favorite, there is no need to add it again. <a href="#">Favorite</a>
8.	You can choose to either run to <b>HTML</b> or <b>Excel</b> .
9.	For the purpose of this example, click the <b>HTML</b> link. <a href="#">HTML</a>
10.	If you know your Cardholder's <b>Employee ID</b> , you can enter it manually.  If you do not know your Cardholder's Employee ID, click on the look-up icon to search by name.



# OMNI

## Training Guide

FSU\_DPT\_PCARD\_TRANS\_INFO - Trans by EmpID and Dates

Employee ID (MUST use %):  

From Date:  

To Date:  

DeptID (MUST use %):

Dept	Cardholder EmpID	Cardholder Name	Trans Date	Merchant	Descript	Tran Nbr	Purchase Total	Sales Tax	Distributed Amount	Voucher	Line	Distribution Line	Dept	Fund	Project	ChartField 1
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Step	Action
11.	For the purpose of this example, click the <b>Look up Employee ID</b> button. 

FSU\_DPT\_PCARD\_TRANS\_INFO - Trans by EmpID and Dates

Employee ID (MUST use %):  

From Date:  

To Date:  

DeptID (MUST use %):

Dept	Cardholder EmpID	Cardholder Name	Trans Date	Merchant	Descript	Tran Nbr	Purchase Total	Sales Tax	Distributed Amount	Voucher	Line	Distribution Line	Dept	Fund	Project	ChartField 1
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**Look Up**

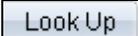
**Look Up Employee ID (MUST use %)**

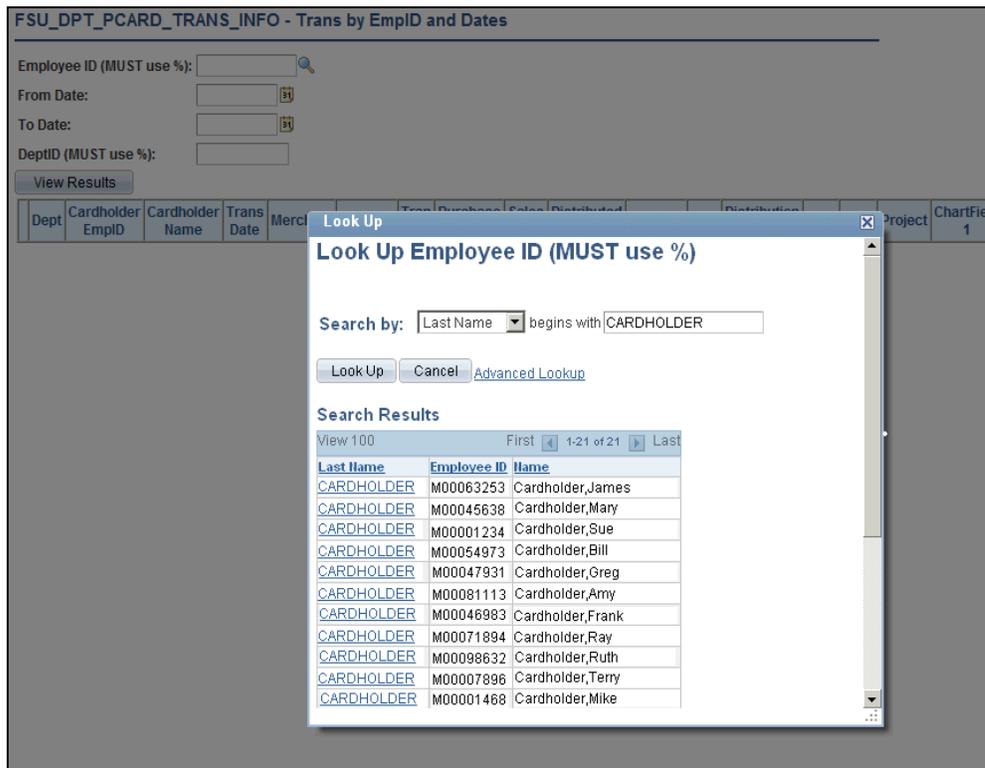
Search by: **Employee ID** begins with

[Advanced Lookup](#)

Step	Action
12.	Click the <b>Employee ID</b> list item in the <b>Search By</b> drop-down menu. 



Step	Action
13.	Click the <b>Last Name</b> list item. 
14.	Enter the Cardholder's last name into the <b>begins with</b> field.  For the purpose of this example, enter " <b>Cardholder</b> "
15.	Click the <b>Look Up</b> button. 



FSU\_DPT\_PCARD\_TRANS\_INFO - Trans by EmpID and Dates

Employee ID (MUST use %):

From Date:

To Date:

DeptID (MUST use %):

View Results

Dept	Cardholder EmpID	Cardholder Name	Trans Date	Merc	Project	ChartField 1
Look Up						
Look Up Employee ID (MUST use %)						
Search by: Last Name begins with CARDHOLDER						
Look Up Cancel Advanced Lookup						
Search Results						
View 100 First 1-21 of 21 Last						
	<a href="#">CARDHOLDER</a>	Employee ID	Name			
	<a href="#">CARDHOLDER</a>	M00063253	Cardholder,James			
	<a href="#">CARDHOLDER</a>	M00045638	Cardholder,Mary			
	<a href="#">CARDHOLDER</a>	M00001234	Cardholder,Sue			
	<a href="#">CARDHOLDER</a>	M00054973	Cardholder,Bill			
	<a href="#">CARDHOLDER</a>	M00047931	Cardholder,Greg			
	<a href="#">CARDHOLDER</a>	M00081113	Cardholder,Amy			
	<a href="#">CARDHOLDER</a>	M00046983	Cardholder,Frank			
	<a href="#">CARDHOLDER</a>	M00071894	Cardholder,Ray			
	<a href="#">CARDHOLDER</a>	M00098632	Cardholder,Ruth			
	<a href="#">CARDHOLDER</a>	M00007896	Cardholder,Terry			
	<a href="#">CARDHOLDER</a>	M00001468	Cardholder,Mike			

Step	Action
16.	Find your Cardholder's name on the list and select their Last Name link.  For the purpose of this example, click the <b>CARDHOLDER</b> link for <b>Cardholder,Sue</b> .



# OMNI

## Training Guide

FSU\_DPT\_PCARD\_TRANS\_INFO - Trans by EmplID and Dates

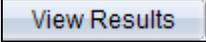
Employee ID (MUST use %): M00001234

From Date:

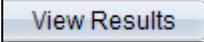
To Date:

DeptID (MUST use %):

Dept	Cardholder EmplID	Cardholder Name	Trans Date	Merchant	Descript	Tran Nbr	Purchase Total	Sales Tax	Distributed Amount	Voucher	Line	Distribution Line	Dept	Fund	Project	ChartField 1
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Step	Action
17.	Enter the desired start date into the <b>From Date</b> field.
18.	Enter the desired end date into the <b>To Date</b> field.
19.	Enter "%" into the <b>DeptID</b> field.  <b>NOTE:</b> If you leave this field blank, the query will not return any results.
20.	Click the <b>View Results</b> button. 
21.	Transaction information will be displayed.  <b>Key Fields:</b> Cardholder Name, Merchant, Description
22.	Click the scrollbar along the bottom of the screen to scroll to the right.
23.	The rest of the transaction information will be displayed as you scroll to the right.  <b>Key Fields:</b> Budget Information, Proxy User ID, Date Approved
24.	Click the scrollbar to scroll back to the left side of the page.
25.	You may have to print the query results to attach to your <b>P-Card Reconciliation Form</b> .  There are two reasons why the query results may be required:  - A transaction on the <b>Reconciliation Form</b> was allocated to multiple budgets.  - A transaction on the <b>Reconciliation Form</b> did not contain budget information.
26.	The second method of using the <b>P-Card Query</b> is to search by <b>DeptID</b> .  This may be helpful when there is a charge on the General Ledger for which the Cardholder cannot be determined.



Step	Action
27.	<p>Enter "%" into the <b>Employee ID</b> field.</p> <p><b>NOTE:</b> Leaving <b>Employee ID</b> in this field in conjunction with a <b>DeptID</b> will produce limited results.</p> <p>Also, if you leave this field blank, the query will not return any results.</p>
28.	<p>Enter the desired department ID into the <b>DeptID</b> field.</p>
29.	<p>Click the <b>View Results</b> button.</p> 
30.	<p>Compare the amount on the General Ledger to the <b>Purchase Total</b>. If you find a transaction that matches, this is most likely the transaction you were looking for.</p> <p>Be sure to look through all transactions listed (if more than one is displayed) to ensure you have the correct transaction.</p>
31.	<p>If the <b>Purchase Total</b> for the listed transactions did not match the General Ledger, the transaction may have been allocated to multiple budgets.</p> <p>Compare the amount on the General Ledger to the <b>Distributed Amount</b>. If you find a transaction that matches, this is most likely the transaction you were looking for.</p> <p>Be sure to look through all transactions listed (if more than one is displayed) to ensure you have the correct transaction.</p>
32.	<p>If you still could not locate the transaction, try inputting a larger date range.</p> <p><b>NOTE:</b> The charge on your General Ledger may not be a P-Card charge, but may be an invoice paid by ePayables.</p> <p>Please review the <a href="#">ePayables General Ledger Guide</a> for more information.</p>
33.	<p>Click the <b>Home</b> link.</p> 
34.	<p><b>Congratulations!</b> You have completed the topic.</p> <p><b>End of Procedure.</b></p>