

Running the Transaction Details Report
Created on 7/13/2012 2:01:00 PM



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Running the Transaction Details Report

Procedure

Scenario:

In this topic, you will learn the steps to run the Transaction Details Report.

Key Information:

Fiscal Year

Accounting Period

Department Information

Fund Information (optional)

Project Information (optional)

Chartfield 1-3 information (optional)

Estimated Length: 3 Minutes

The screenshot shows the myFSU portal interface. At the top, there is a navigation bar with the Florida State University logo, the text 'THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION', a search bar, and user information 'Welcome! Lauren Barrett Thu, Nov 20, 14'. Below the navigation bar, there are several service tiles:

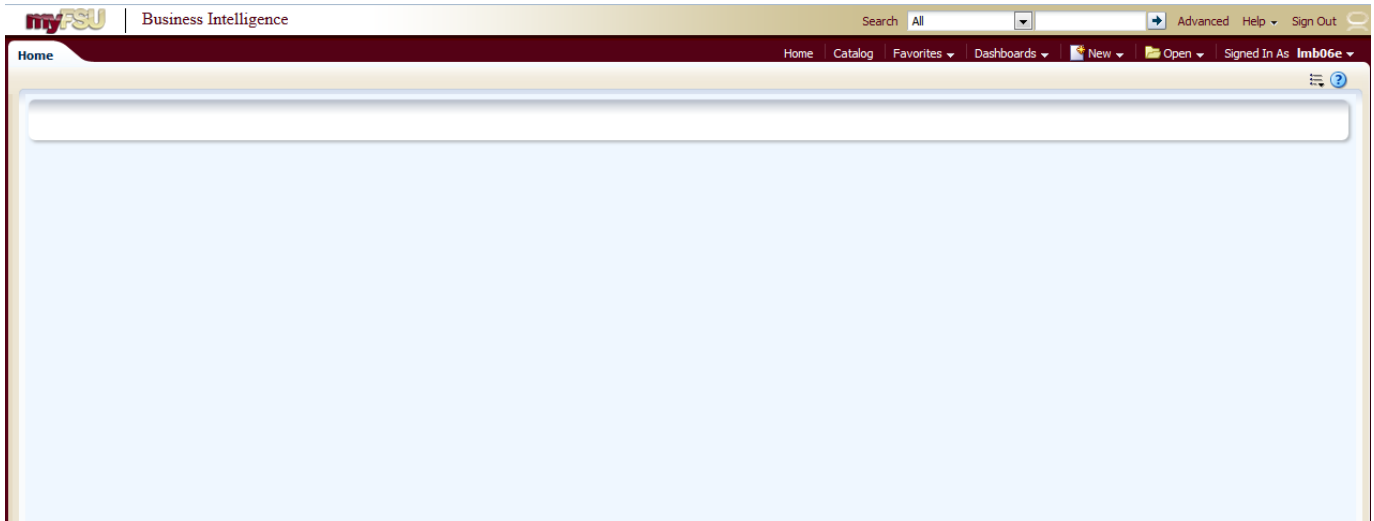
- myFSU**: myFSU Portal, Access myFSU Portal
- Employee Central**:
 - FI Financials**: Access Financials application, Expense Reports, Travel Authorizations
 - HR / Payroll**: Access Human Resources and Payroll functions, Benefits Summary, Compensation History, Direct Deposit, Job Opening Search/Application, Personal Information Summary, Email Addresses, Home and Mailing Address, Timesheet, W-4 Information, W-2/W-2c Consent, View/Print W2 Forms, Certify E-File, Faculty AOR Forms, View Payscheck
 - Resources and Applications**: Links to supporting materials including departmental websites, reporting functions, applications and helpdesk resources, Job Aids, Budget Office, Controller, Human Resources, Purchasing, Travel, Student Central Project Site
- OMNI FINANCIALS 9.1**: Financials 9.1, Access OMNI Financials 9.1
- OMNI HR 9.1**: Human Resources 9.1, Access OMNI Human Resources 9.1
- myFSU Student Central**: Student Central, Access myFSU Student Central
- myFSU BI**: myFSU BI, Access to dashboards and reports containing enterprise information
- myFSU SpearMart**: SPEAR MART myFSU SpearMart, FSU Online Shopping
- FSU Service Center**: Service Center, Use the Service Center application to Submit, View or Edit cases; FSU Web Assistance, Access the FSU Service Center web page for more information
- e-ORR - Online Role Requests**:
 - Actions**: Submit Request-Add/Remove Role, Approve Online Role Request
 - Job Aids**: Add/Remove Role Job Aid, Approve Role Request Job Aid


Step	Action
1.	Click the OBI Reporting link. OBI Reporting

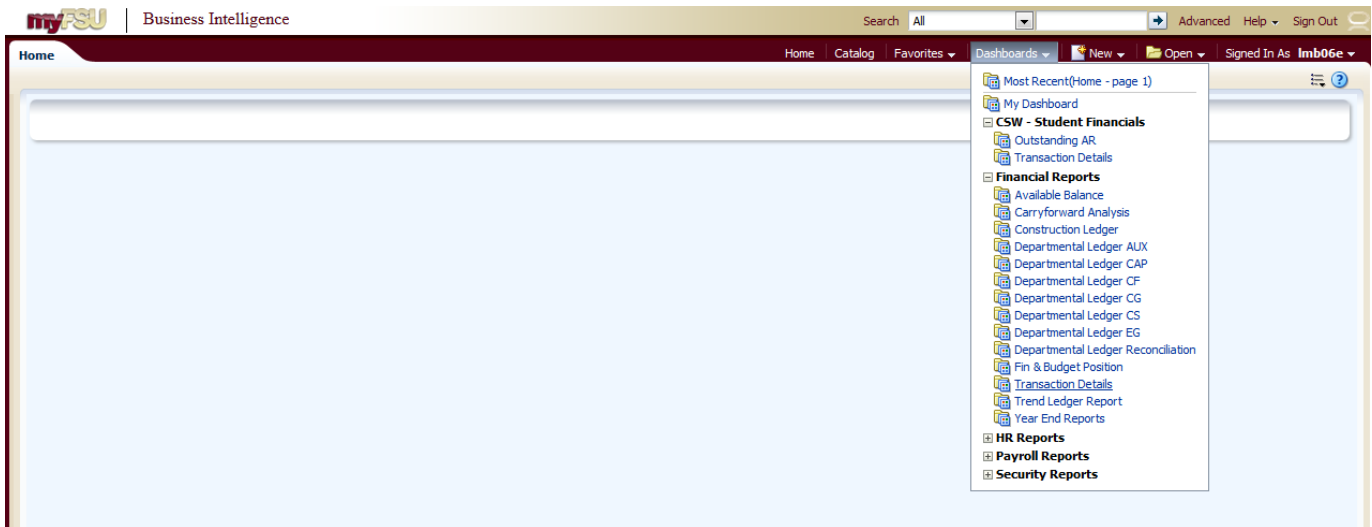


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Step	Action
2.	Click the Dashboards menu. 





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Step	Action
3.	Click the Transaction Details link.  Transaction Details

myFSU Business Intelligence

Transaction Details

Expense Encumbrance Cash Revenue Liabilities Other Assets

Data last loaded on 11/20/2014 02:06:26 AM

No result message
Modify the selections in the dashboard prompt and click GO.

Tip: You can save the modified settings as a default for this dashboard prompt by choosing --- Page Options : Save Current Selections : For Me --- after running the report. [Refresh](#)

Fiscal Year: 2015
Accounting Period: 5
Department: Enter Dept
Fund: --Select Value--
Project: --Select Value--
Chartfield 1: --Select Value--
Chartfield 2: --Select Value--
Chartfield 3: --Select Value--

Apply Reset

Step	Action
4.	The report defaults to the Expense Details report.



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myFSU Business Intelligence Search All Advanced Help Sign Out


Transaction Details Home Catalog Favorites Dashboards New Open Signed In As Imb06e

Expense Encumbrance Cash Revenue Liabilities Other Assets

Data last loaded on 11/20/2014 02:06:26 AM

No result message
Modify the selections in the dashboard prompt and click GO.
Tip: You can save the modified settings as a default for this dashboard prompt by choosing --- Page Options : Save Current Selections : For Me --- after running the report.
[Refresh](#)

Fiscal Year: 2015
Accounting Period: 5
Department: Enter Dept -
Fund: --Select Value--
Project: --Select Value--
Chartfield 1: --Select Value--
Chartfield 2: --Select Value--
Chartfield 3: --Select Value--
Apply Reset

Step	Action
5.	Select the desired Fiscal Year . NOTE: The Fiscal Year will automatically default to the current year. Click the Fiscal Year drop down button. 



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myFSU | Business Intelligence

Search All | Advanced Help | Sign Out

Transaction Details | Home | Catalog | Favorites | Dashboards | New | Open | Signed In As: lmb06e

Expense | Encumbrance | Cash | Revenue | Liabilities | Other Assets

Data last loaded on 11/20/2014 02:06:26 AM

No result message
Modify the selections in the dashboard prompt and click GO.

Tip: You can save the modified settings as a default for this dashboard prompt by choosing --- Page Options : Save Current Selections : For Me --- after running the report. [Refresh](#)

Fiscal Year
2015
2008
2009
2010
2011
2012
2013
2014
2015

Chartfield 1
Chartfield 2
Chartfield 3

Apply Reset

Step	Action
6.	For the purpose of this example, select Fiscal Year 2012 .

myFSU | Business Intelligence

Search All | Advanced Help | Sign Out

Transaction Details | Home | Catalog | Favorites | Dashboards | New | Open | Signed In As: lmb06e

Expense | Encumbrance | Cash | Revenue | Liabilities | Other Assets

Data last loaded on 11/20/2014 02:06:26 AM

No result message
Modify the selections in the dashboard prompt and click GO.

Tip: You can save the modified settings as a default for this dashboard prompt by choosing --- Page Options : Save Current Selections : For Me --- after running the report. [Refresh](#)

Fiscal Year
2012


Accounting Period
5

Department
Enter Dept -


Fund
Project
Chartfield 1
Chartfield 2
Chartfield 3

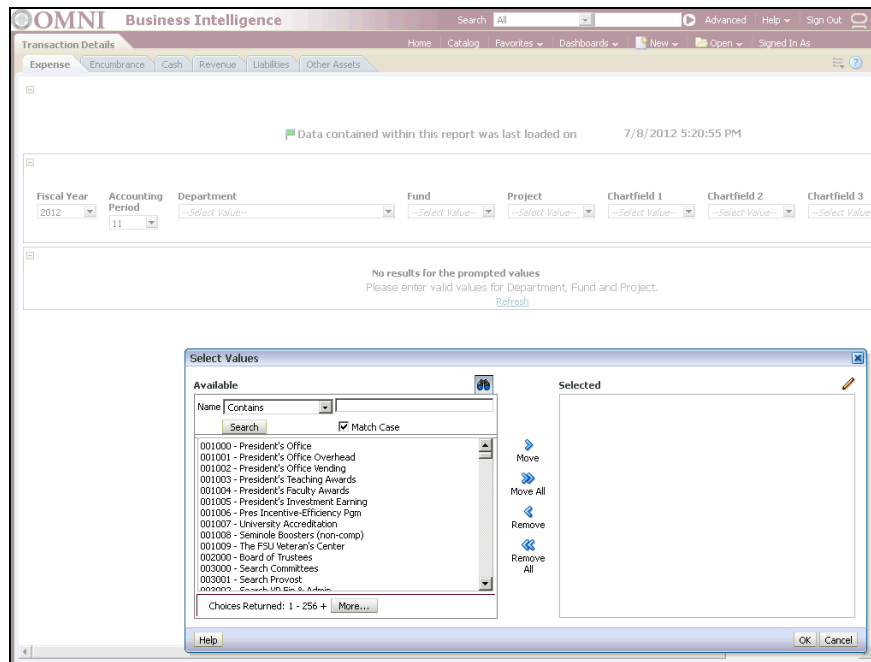
Apply Reset



Step	Action
12.	Click the Name drop down list. 



Step	Action
13.	By selecting "Contains" in the Name drop down list, you may enter just a portion of the DeptID or Department Name to display any matching departments. 

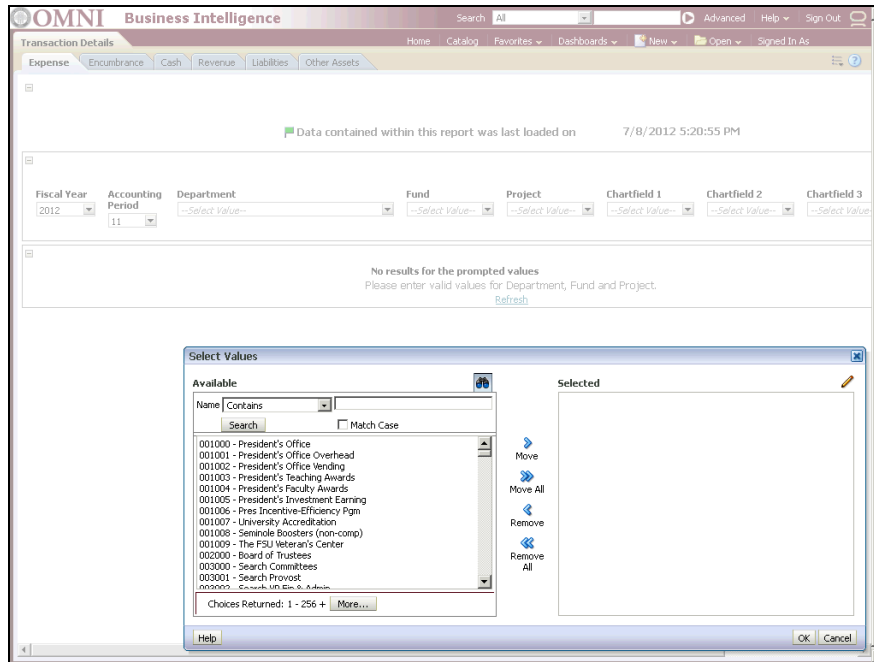


Step	Action
14.	Uncheck the Match Case option if you are not sure of the capitalization of the Department Name you are searching for. <input checked="" type="checkbox"/>

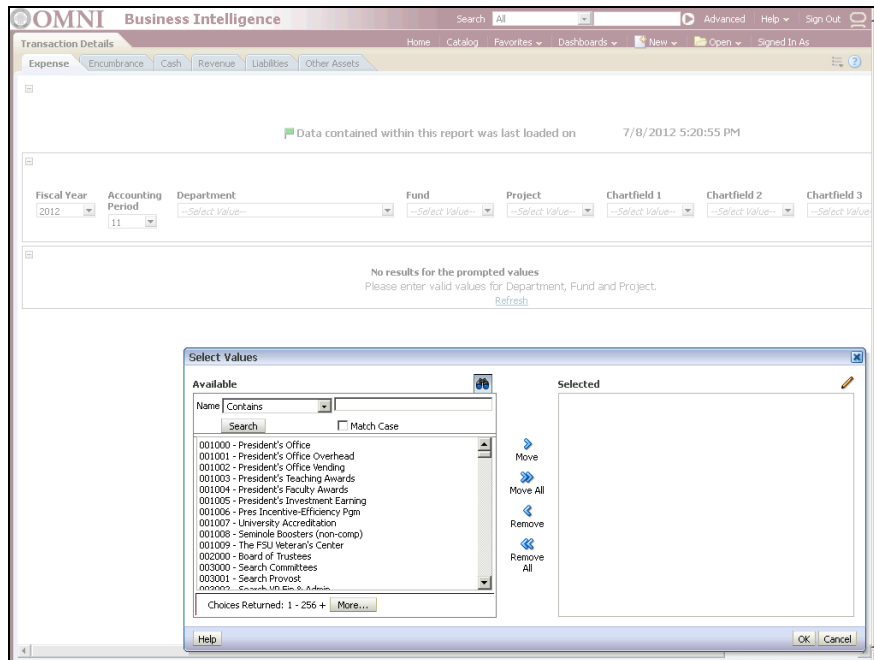


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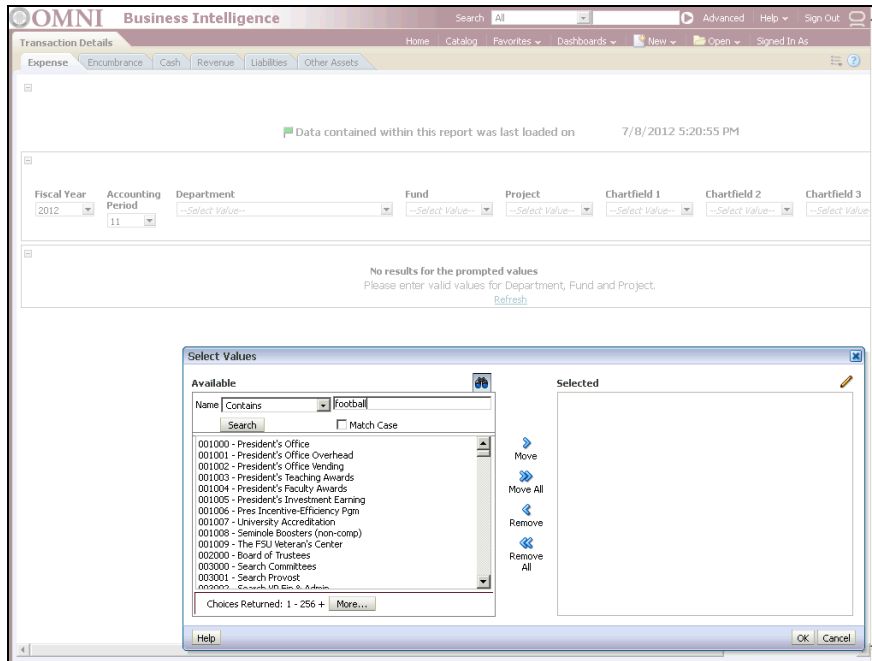


Step	Action
15.	Click in the Name field. <input type="text"/>





Step	Action
16.	For the purpose of this example, enter "football" into the Name field.

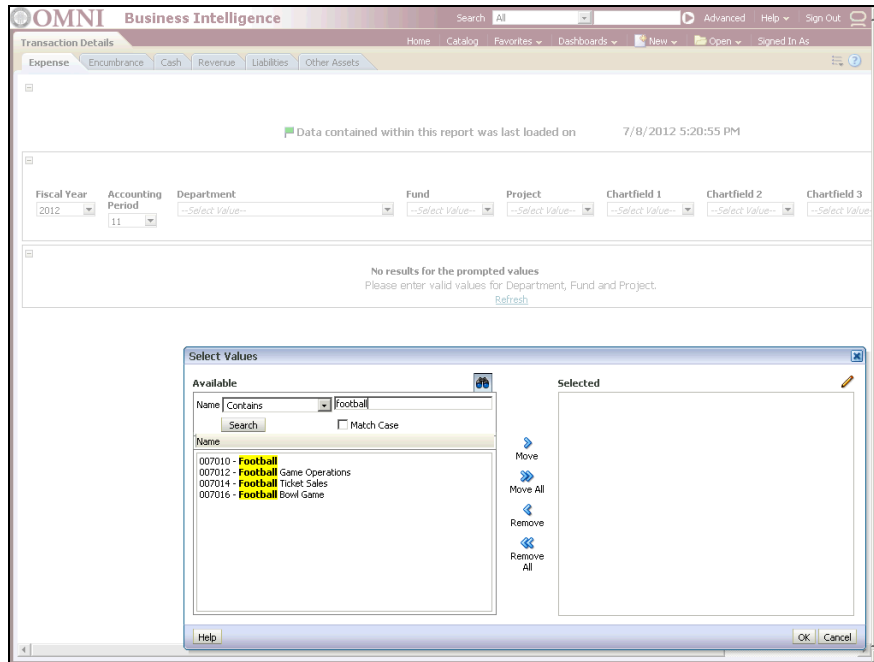


Step	Action
17.	Press [Enter] or click the Search button.

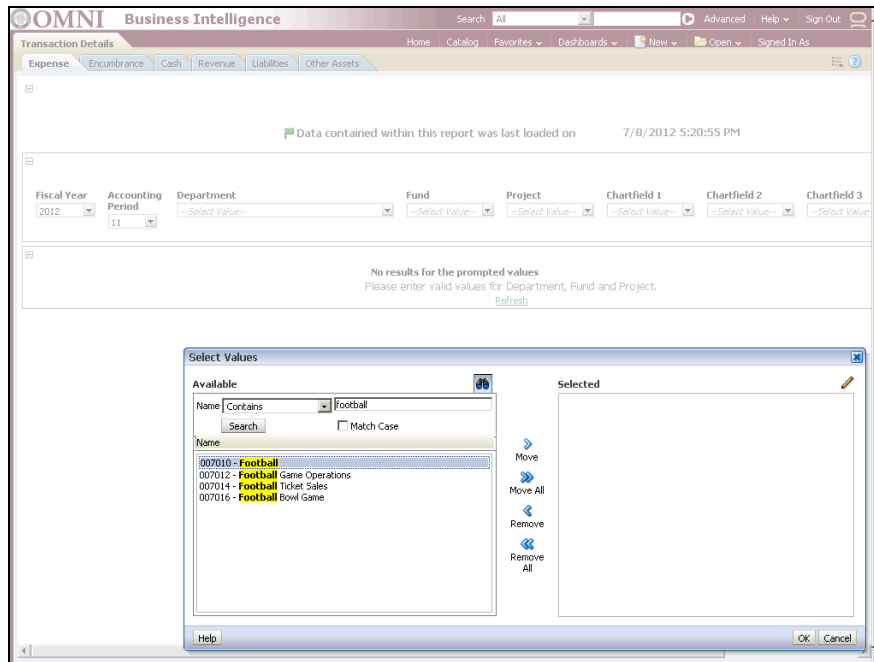


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Step	Action
18.	For the purpose of this example, select the 007010 - Football Department. <u>007010 -</u>

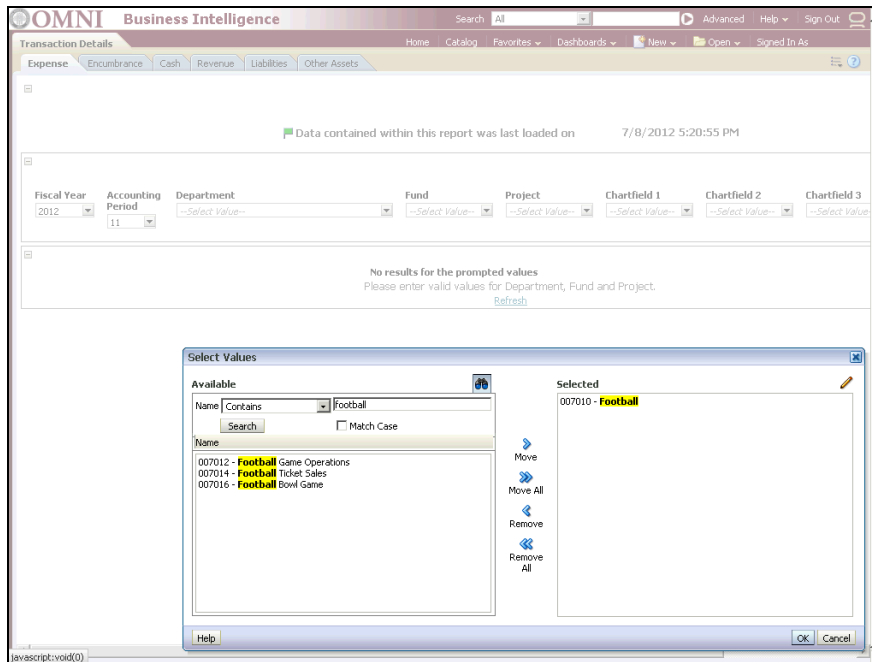





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Step	Action
19.	<p>Click > Move or double click the Department in order to move the selected Department to the "Selected" box.</p> <p>NOTE: Using the >> Move All button will select all Departments listed.</p> 

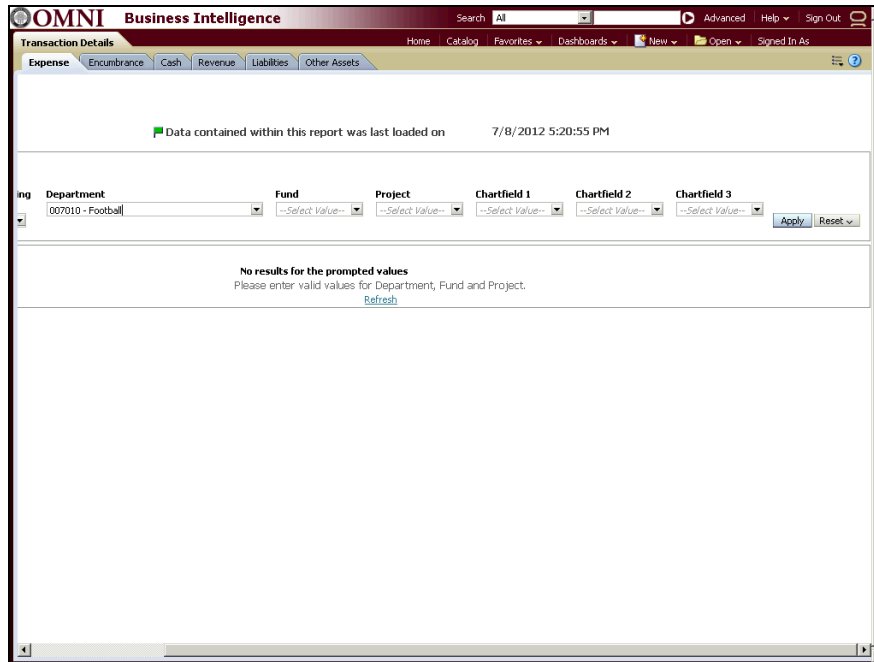


Step	Action
20.	<p>Click the OK button.</p> 

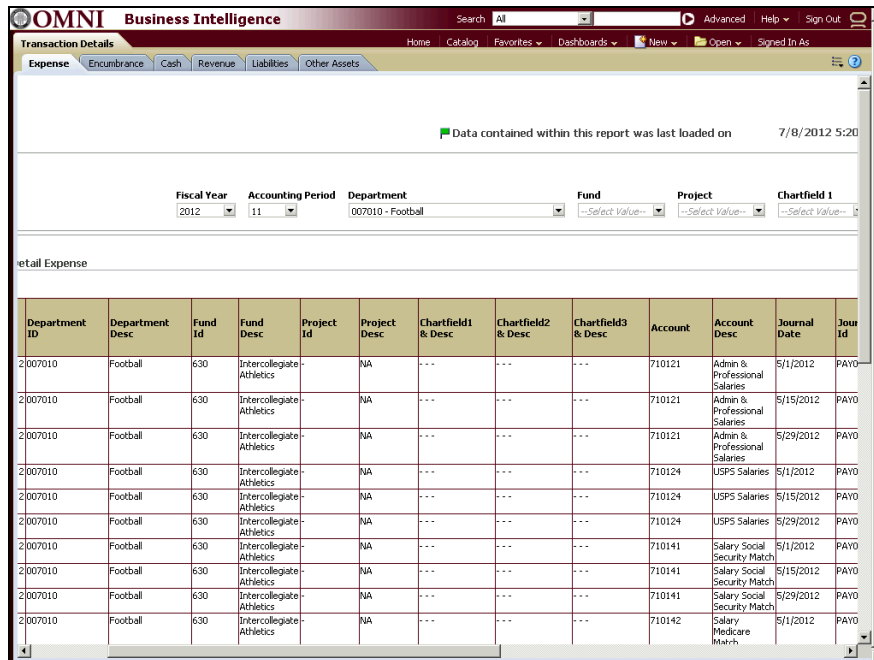


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Step	Action
21.	To generate the Transaction Details Report, click in the Apply button.





Step	Action
22.	The Expense Detail Report now appears.

OMNI Business Intelligence

Transaction Details

Expense Encumbrance Cash Revenue Liabilities Other Assets

Data contained within this report was last loaded on 7/8/2012 5:20

Fiscal Year: 2012 Accounting Period: 11 Department: 007010 - Football Fund: --Select Value-- Project: --Select Value-- Chartfield 1: --Select Value--

etail Expense

Department ID	Department Desc	Fund Id	Fund Desc	Project Id	Project Desc	Chartfield1 & Desc	Chartfield2 & Desc	Chartfield3 & Desc	Account	Account Desc	Journal Date	Jour Id
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710121	Admin & Professional Salaries	5/1/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710121	Admin & Professional Salaries	5/15/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710121	Admin & Professional Salaries	5/29/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710124	USPS Salaries	5/1/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710124	USPS Salaries	5/15/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710124	USPS Salaries	5/29/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710141	Salary Social Security Match	5/1/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710141	Salary Social Security Match	5/15/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710141	Salary Social Security Match	5/29/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710142	Salary Medicare Match	5/1/2012	PAYO

Step	Action
23.	Typically, data contained in OBI reports will reflect data at close-of-business of the previous day. The date which appears directly above the report indicates the last load date.



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The screenshot shows the OMNI Business Intelligence interface. The main content is a table titled "Transaction Details" with columns: Expense, Encumbrance, Cash, Revenue, Liabilities, and Other Assets. The table contains 20 rows of transaction data. At the bottom right of the table, an "Export" menu is open, showing options for PDF, Excel, Powerpoint, Web Archive (.mht), and Data. The "Excel" option is highlighted.

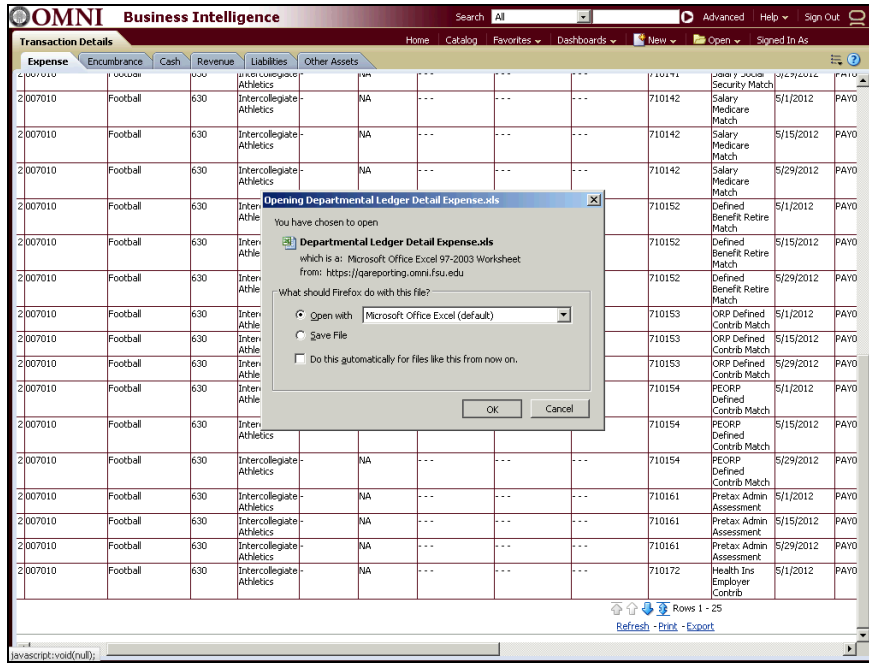
Expense	Encumbrance	Cash	Revenue	Liabilities	Other Assets																
2007010	Football	630	Intercollegiate Athletics	NA	710142	Salary Medicare Match	5/1/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710142	Salary Medicare Match	5/15/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710142	Salary Medicare Match	5/29/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710152	Defined Benefit Retire Match	5/1/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710152	Defined Benefit Retire Match	5/15/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710152	Defined Benefit Retire Match	5/29/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710153	ORP Defined Contrib Match	5/1/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710153	ORP Defined Contrib Match	5/15/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710153	ORP Defined Contrib Match	5/29/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710154	PEORP Defined Contrib Match	5/1/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710154	PEORP Defined Contrib Match	5/15/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710154	PEORP Defined Contrib Match	5/29/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710161	Pretax Admin Assessment	5/1/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710161	Pretax Admin Assessment	5/15/2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710161		2012	PAYO										
2007010	Football	630	Intercollegiate Athletics	NA	710172		012	PAYO										

Step	Action
24.	Scroll to the bottom of the report and click the Export link in order to access the menu that will allow you to download the report into a PDF or Excel document. Export

This screenshot is identical to the one above, but the "Excel" option in the export menu is now selected and highlighted.



Step	Action
25.	For the purpose of this example, click the Excel option. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Excel</div>



Step	Action
26.	Choose either the Open with or Save option to view or save the report. Once the data is in Excel it may be manipulated as needed. <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>



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OMNI Business Intelligence												
Transaction Details												
Expense												
Department ID	Department Desc	Fund Id	Fund Desc	Project Id	Project Desc	Chartfield1 & Desc	Chartfield2 & Desc	Chartfield3 & Desc	Account	Account Desc	Journal Date	Jour Id
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710121	Admin & Professional Salaries	5/1/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710121	Admin & Professional Salaries	5/15/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710121	Admin & Professional Salaries	5/29/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710124	USPS Salaries	5/1/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710124	USPS Salaries	5/15/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710124	USPS Salaries	5/29/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710141	Salary Social Security Match	5/1/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710141	Salary Social Security Match	5/15/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710141	Salary Social Security Match	5/29/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710142	Salary Medicare Match	5/1/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710142	Salary Medicare Match	5/15/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710142	Salary Medicare Match	5/29/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710152	Defined Benefit Retire Match	5/1/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710152	Defined Benefit Retire Match	5/15/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710152	Defined Benefit Retire Match	5/29/2012	PAYO
2007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710153	ORP Defined	5/1/2012	PAYO

Step	Action
27.	<p>To view other detailed information, click the appropriate tab above.</p> <p>For detailed encumbrance data, click the Encumbrance tab.</p> <p>For detailed cash data, click the Cash tab.</p> <p>For detailed revenue data, click the Revenue tab.</p> <p>For detailed liability data, click the Liabilities tab.</p> <p>NOTE: Departments with no activity will not generate a report.</p>



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OMNI Business Intelligence

Transaction Details

Expense | Encumbrance | Cash | Revenue | Liabilities | Other Assets

Data contained within this report was last loaded on

Fiscal Year: 2012 | Accounting Period: 11 | Department: 007010 - Football | Fund: --Select Value-- | Project: --Select Value--

Departmental Ledger Detail Expense

Accounting Period	Fiscal Year	Department ID	Department Desc	Fund Id	Fund Desc	Project Id	Project Desc	Chartfield1 & Desc	Chartfield2 & Desc	Chartfield3 & Desc	Account	Account Desc
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710121	Admin Profes Salarie
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710121	Admin Profes Salarie
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710121	Admin Profes Salarie
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710124	USPS
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710124	USPS
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710124	USPS
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710141	Salary Securit
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710141	Salary Securit
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710141	Salary Securit
11	2012	007010	Football	630	Intercollegiate Athletics		NA	---	---	---	710142	Salary Medice

Step	Action
28.	<p>Congratulations! You have completed the topic. End of Procedure.</p>