

**Running Departmental Ledgers**  
**Created on 7/13/2012 2:00:00 PM**



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## Running Departmental Ledgers

### Procedure

#### Scenario:

In this topic, you will learn the steps to run Departmental Ledger Reports. The same basic steps are applicable for the following reports:

Departmental Ledger AUX

Departmental Ledger CAP

Departmental Ledger CF

Departmental Ledger CG

Departmental Ledger CS

Departmental Ledger EG

#### Key Information:

Fiscal Year

Accounting Period

Department Information

Fund Information

*Estimated Length:* 5 Minutes

The screenshot shows the OMNI portal interface for The Florida State University. At the top, it displays the university logo, the name 'THE FLORIDA STATE UNIVERSITY', and the tagline 'ONLINE MANAGEMENT OF NETWORKED INFORMATION'. Below this, a navigation bar includes a 'Main Menu' and a welcome message for 'Lauren Barrett' on 'Tue, Nov 18, 14'. The main content area is divided into several sections:

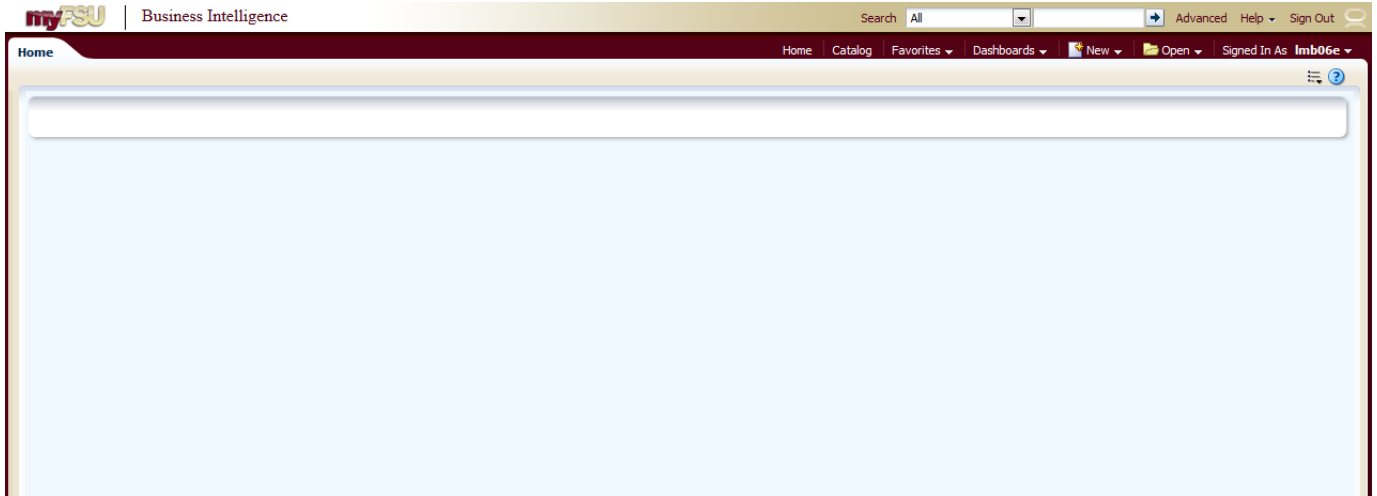
- myFSU:** Contains a link to 'myFSU Portal'.
- Employee Central:** A large section with sub-sections for 'Financials' (Expense Reports, Travel Authorizations) and 'HR / Payroll' (Benefits Summary, Compensation History, Direct Deposit, Job Opening Search/Application, Personal Information Summary, Email Addresses, Home and Mailing Address, Timesheet, W-4 Information, W-2/W-2c Consent, View/Print W2 Forms, Certify Effort, Faculty AOR Forms, View Paycheck). It also includes 'Resources and Applications' with links to various departmental websites.
- OMNI FINANCIALS 9.1:** Link to 'Financials 9.1'.
- OMNI HR 9.1:** Link to 'Human Resources 9.1'.
- myFSU Student Central:** Link to 'Student Central'.
- myFSU BI:** Link to 'myFSU BI' for enterprise information.
- myFSU SpearMart:** Link to 'myFSU SpearMart' for online shopping.
- FSU Service Center:** Links to 'FSU Service Center' and 'FSU Web Assistance'.
- e-ORR - Online Role Requests:** Contains 'Actions' (Submit Request-Add/Remove Role, Approve Online Role Request) and 'Job Aids' (Add/Remove Role Job Aid, Approve Role Request Job Aid).

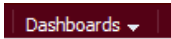
Step	Action
1.	Click the <b>myFSU BI</b> link. <a href="#">myFSU BI</a>

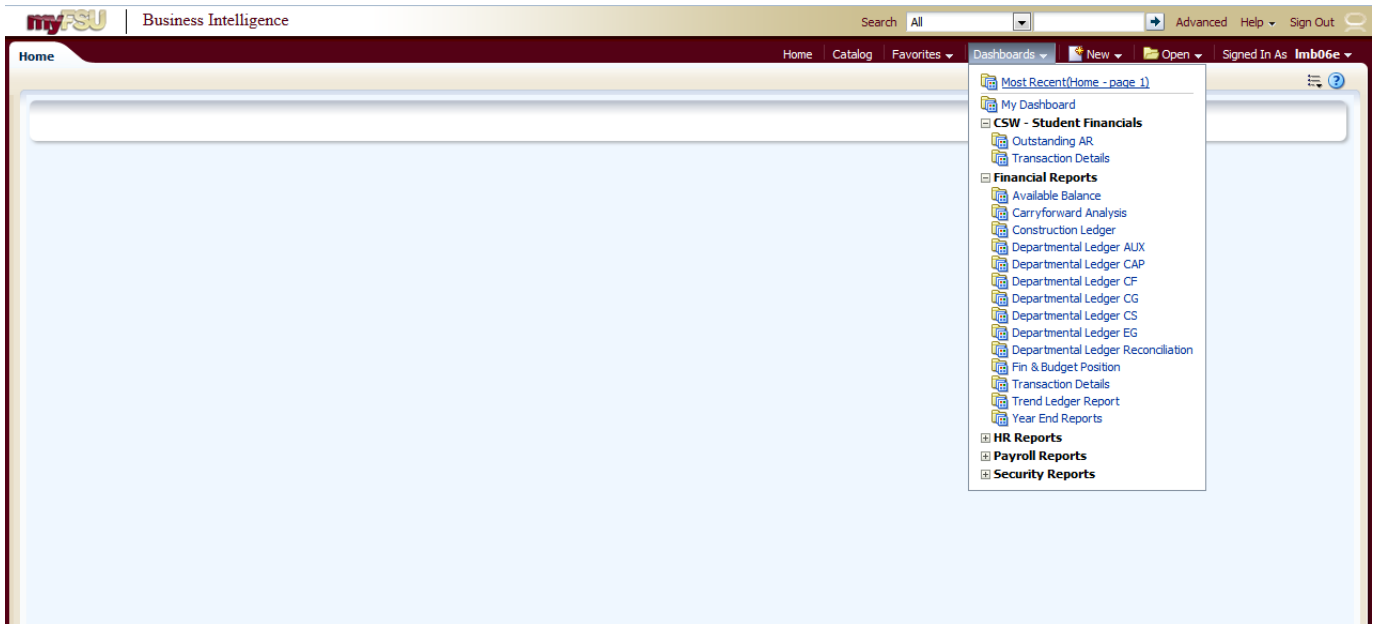


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Step	Action
2.	Click the <b>Dashboards</b> menu. 

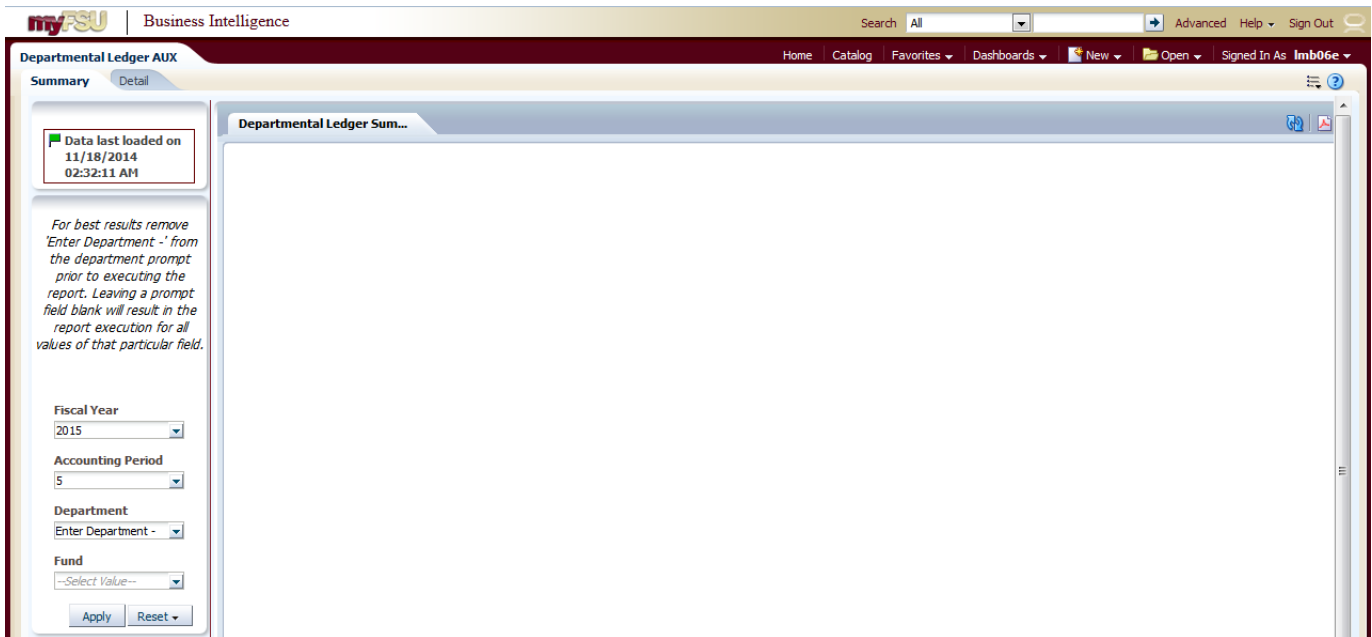





# OMNI


## Training Guide

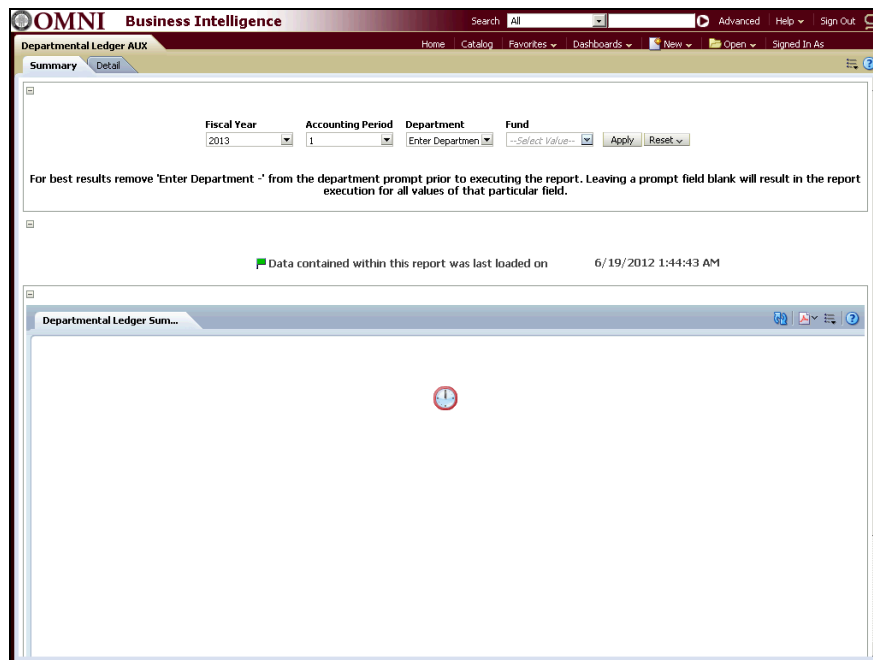
Step	Action
3.	Select the desired Departmental Ledger Report.  For the purpose of this example, click the <b>Departmental Ledger AUX</b> link.  <a href="#">Departmental Ledger AUX</a>



Step	Action
4.	Select the desired <b>Fiscal Year</b> .  <b>NOTE:</b> The <b>Fiscal Year</b> will automatically default to the current year.  Click the <b>Fiscal Year</b> drop down button. 



Step	Action
5.	For the purpose of this example, select <b>Fiscal Year 2012</b> . 

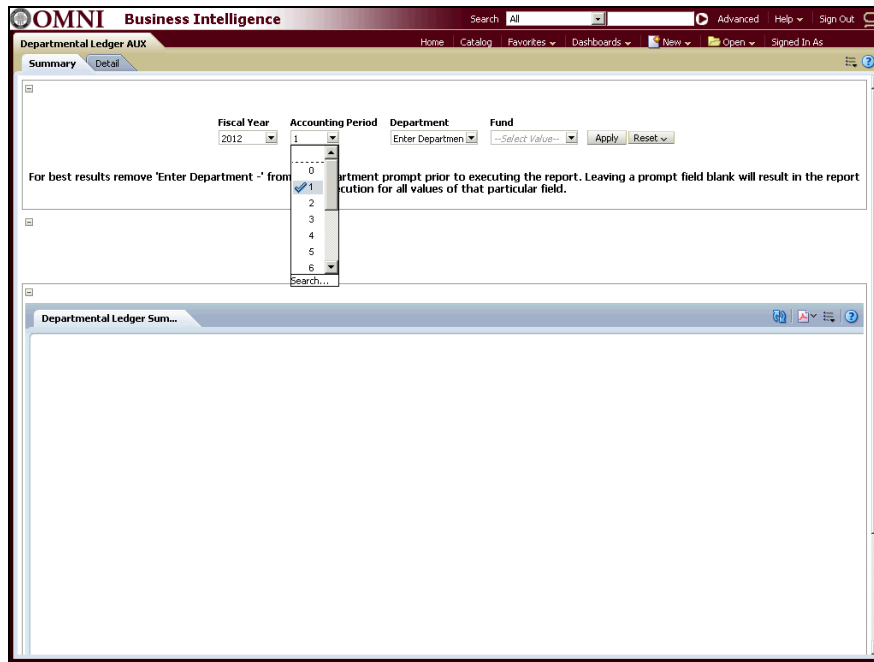




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Step	Action
6.	Select the desired <b>Accounting Period</b> .  <b>NOTE:</b> The <b>Accounting Period</b> will automatically default to the current period.  Click the <b>Accounting Period</b> drop down button. <input type="button" value="▼"/>

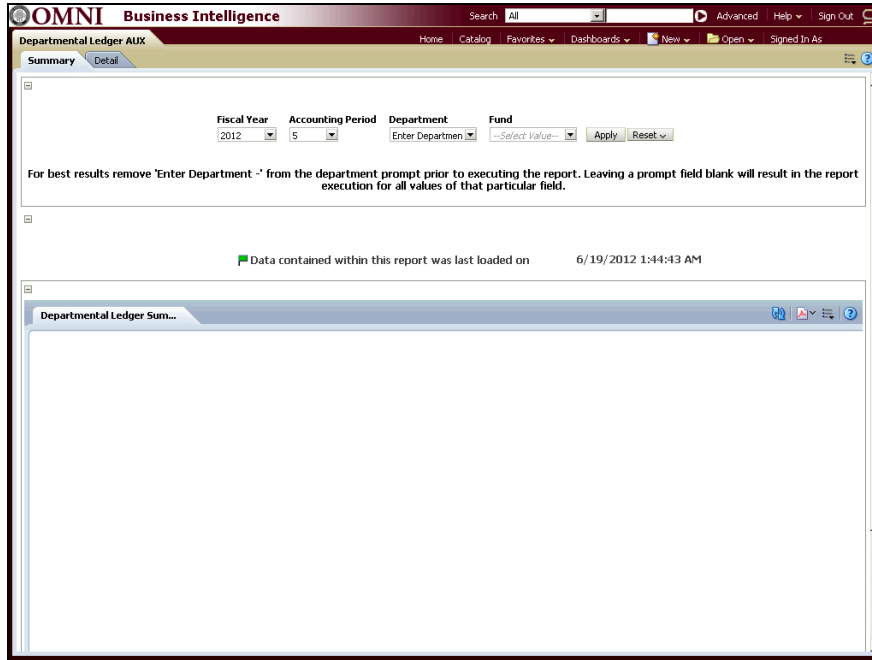


Step	Action
7.	For the purpose of this example, select <b>Accounting Period 5</b> . <input type="button" value="5"/>

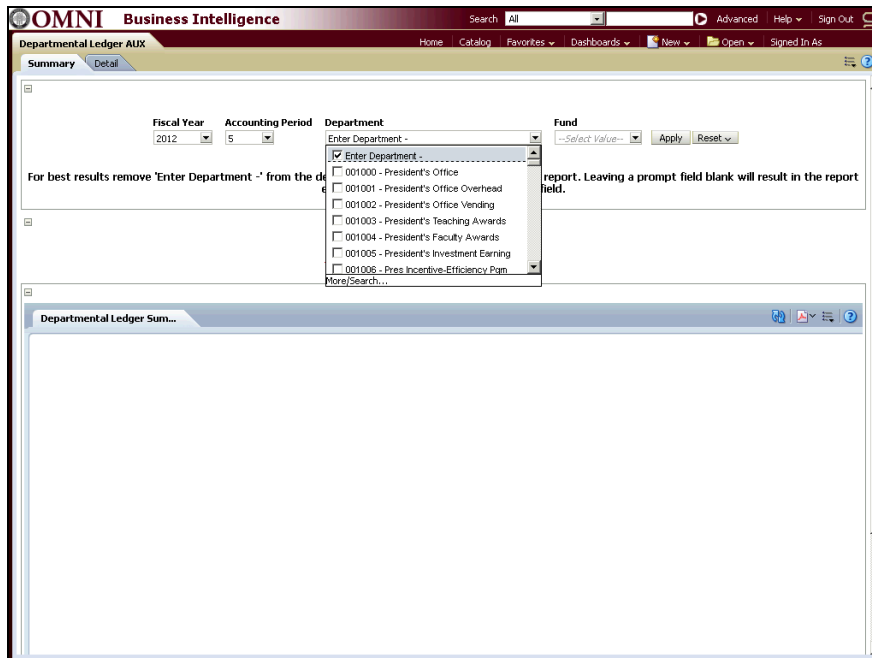


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Step	Action
8.	Lookup your <b>Department</b> by clicking the <b>Enter Department</b> drop down button. <input type="button" value="▼"/>



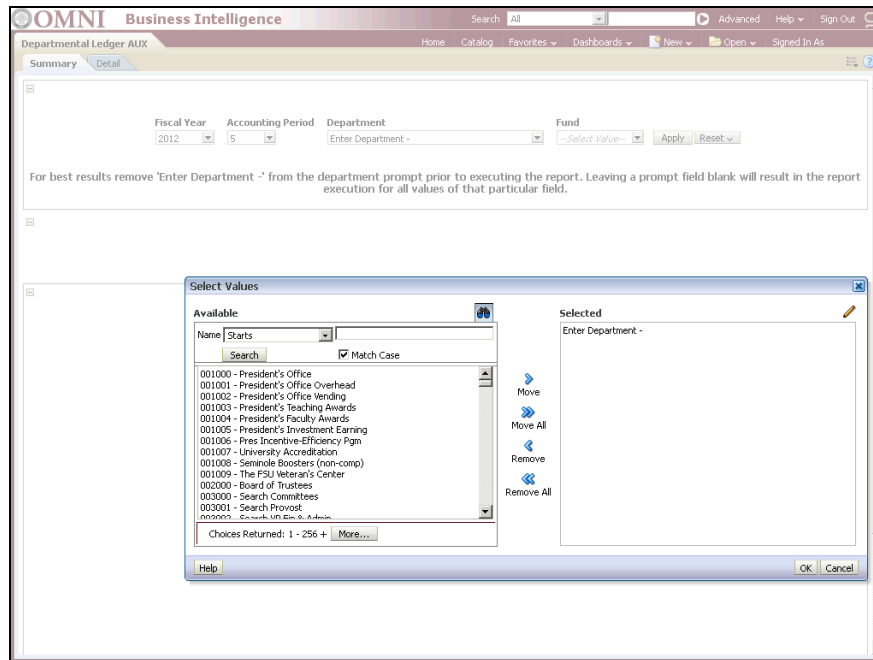




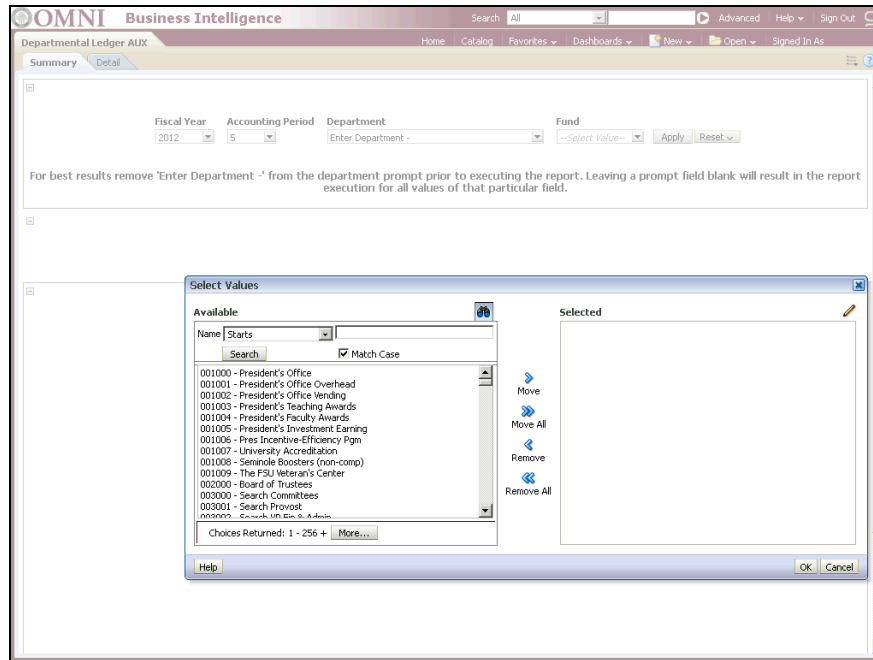
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Step	Action
9.	<p>A list of Department IDs will appear. If your Department appears on the list you may choose it this way.</p> <p>Otherwise, select <b>More/Search...</b> to bring up the full Department Selection menu.</p> <p><b>More/Search...</b></p>



Step	Action
10.	<p>For best results, remove "Enter Department -" from the <b>Selected</b> window on the left by clicking the <b>&lt;&lt; Remove All</b> button.</p> <p><b>Remove All</b></p>

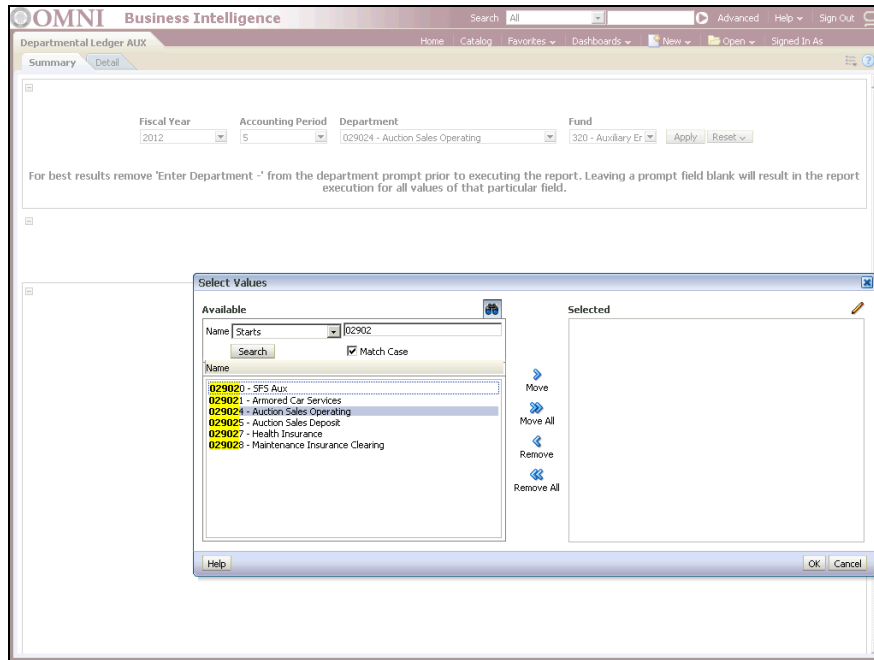


Step	Action
11.	<p>Enter part or all of your Department ID.</p> <p><b>NOTE:</b> By selecting "contains" in the <b>Name</b> drop down list, you may enter just a portion of the DeptID or Department Name to display any matching departments.</p> <div style="border: 1px solid black; width: 150px; height: 15px; margin-left: 20px;"></div>

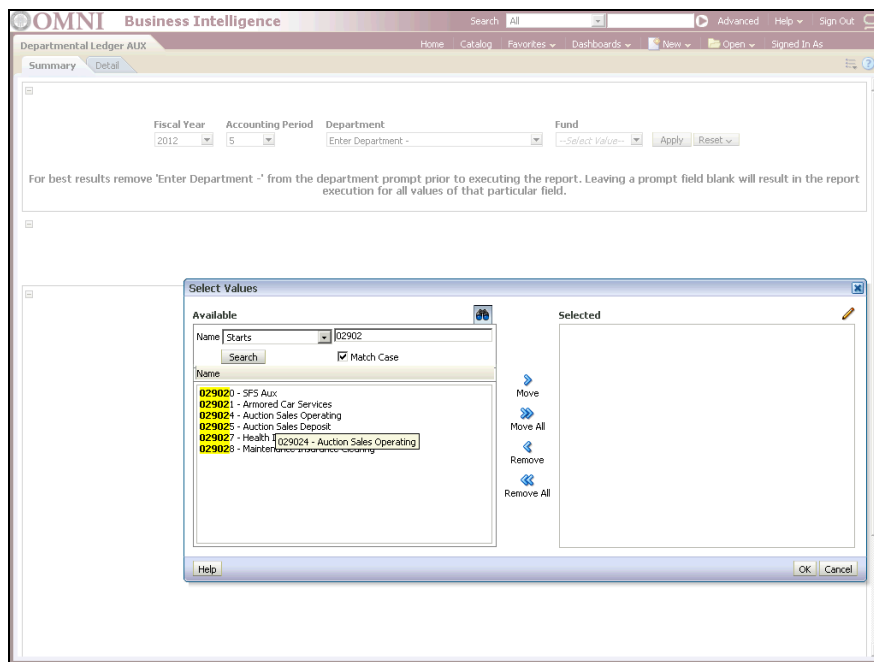


# OMNI


## Training Guide

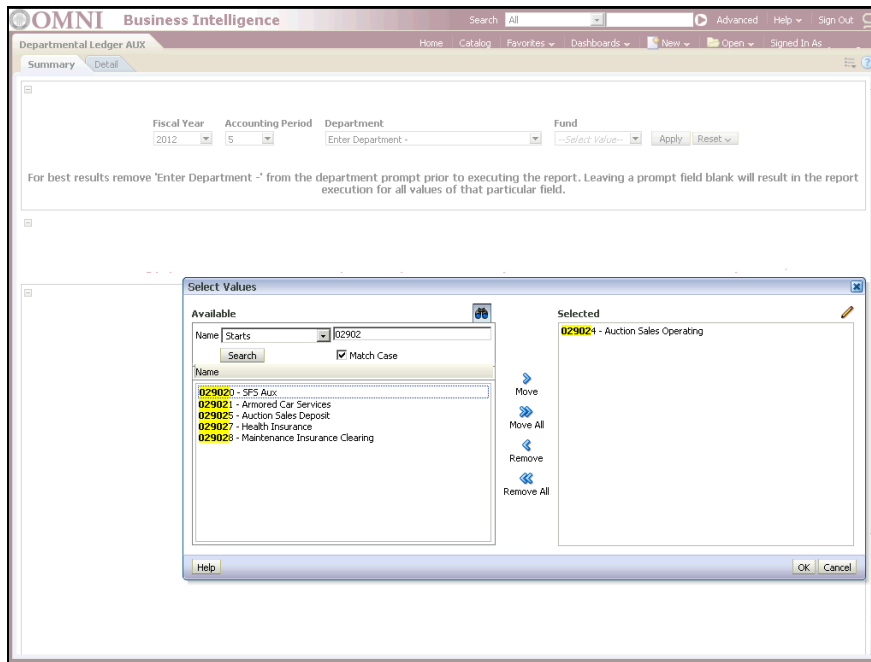



Step	Action
12.	Select your Department from the list. <b>NOTE:</b> Using the >> <b>Move All</b> button will select all Departments listed. <b>029024 - Auction Sales Operating</b>

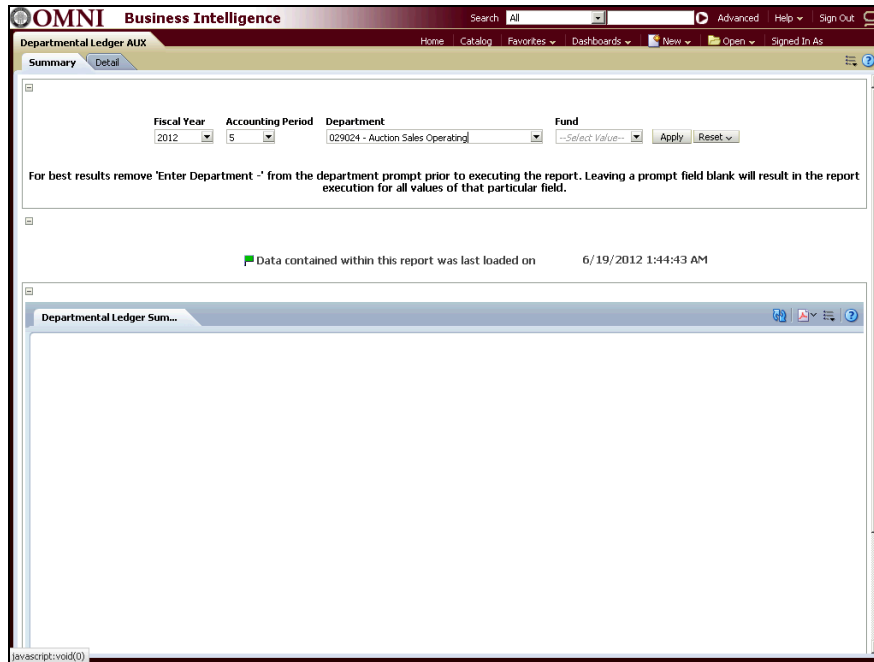




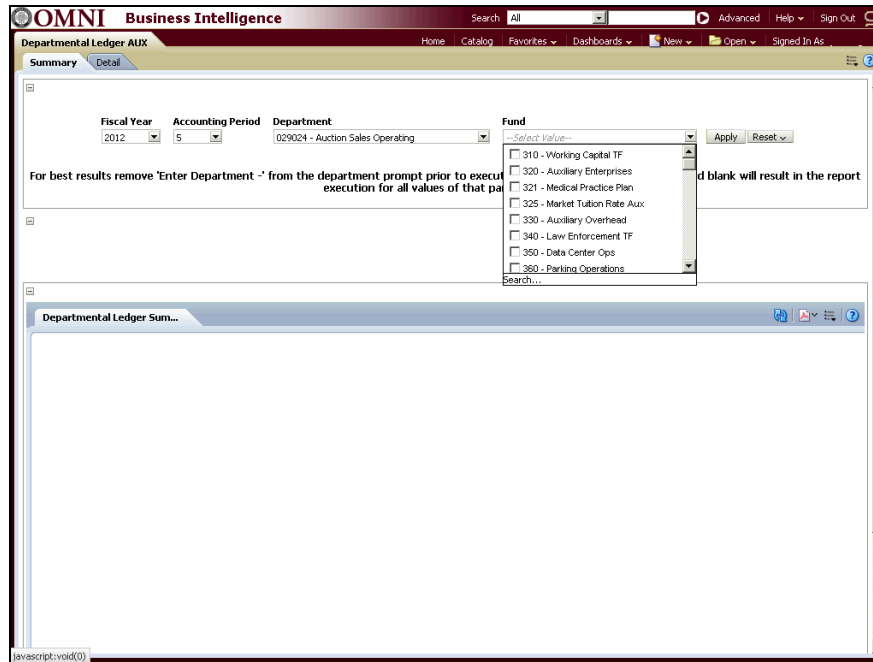
Step	Action
13.	Click in the > <b>Move</b> button to move the desired Department to the <b>Selected</b> box. 



Step	Action
14.	Click the <b>OK</b> button. 



Step	Action
15.	<p>Lookup your desired <b>Fund</b>.</p> <p><b>NOTE:</b> Leaving this field blank when running a Departmental Ledger will return <b>ONLY</b> funds of the type of ledger being run (for the purpose of this example, only auxiliary data for the department(s) selected will be returned).</p> <p>Click the <b>Fund</b> drop down button.</p> <p>▼</p>

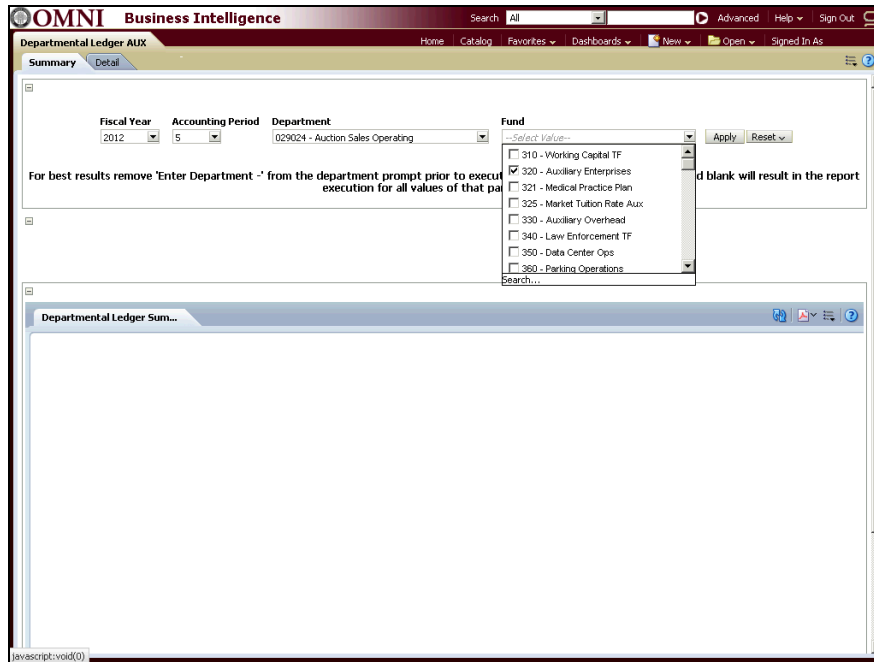



Step	Action
16.	<p>Select your Fund from the list. <b>320 - Auxiliary Enterprises</b> option.</p> <p><b>NOTE:</b> Only Auxiliary funds appear in this dropdown list because in this example we are running the Department Ledger AUX report.</p> <input type="checkbox"/>

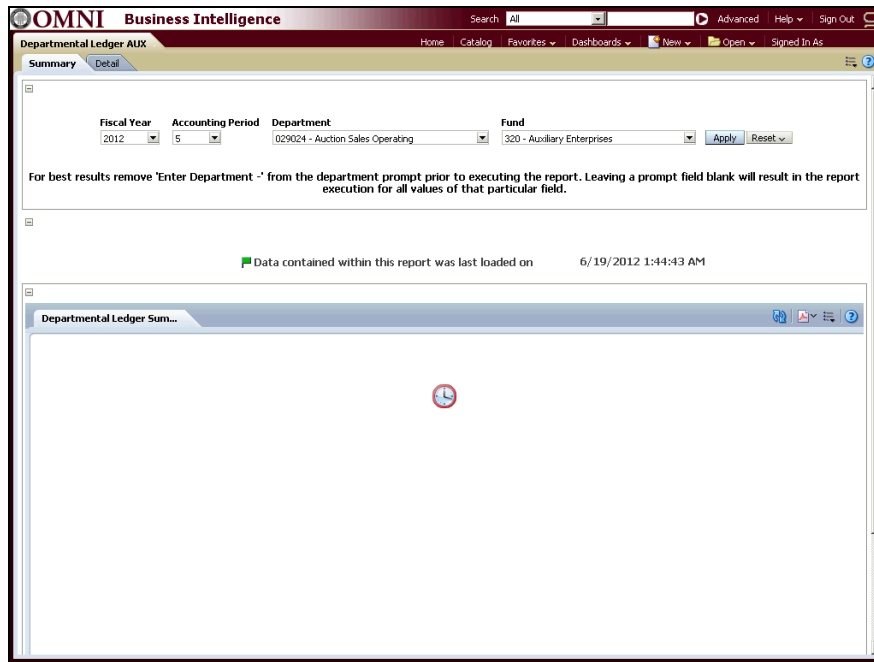


# OMNI

## Training Guide

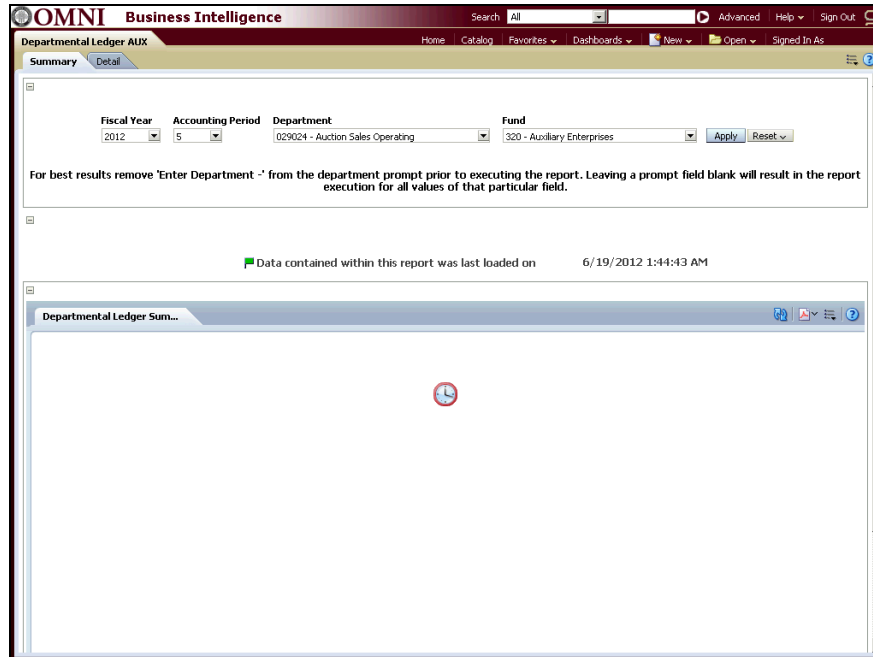



Step	Action
17.	Click in the <b>Apply</b> button to run the report. 





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



Step	Action
19.	<p>You may find it easier to interact with the resulting report by opening it in Adobe Acrobat.</p> <p>Click the <b>Actions</b> button.</p> 





# OMNI Training Guide

**Departmental Ledger Summary**

Fiscal Year: 2012 | Accounting Period: 5 | Department: 020024 - Auction Sales Operating | Fund: 320 - Auxiliary Enterprises

For best results remove 'Enter Department' from the department prompt prior to executing the report. Leaving a prompt field blank will result in the report execution for all values of that particular field.

Data contained within this report was last loaded on 6/19/2012 1:44:43 AM

Category	Budget	Encumbrances	Expenses	Available Balance
<b>Budget Salary Wages - Beginning Period Balance</b>	88,179.30	0.00	0.00	88,179.30
*T0000 Budget Salary Wages	0.00	0.00	0.00	0.00
*T0020 USFP Expenses	0.00	44,010.84	18,817.28	25,351.18
*T0029 USFP Overhead	0.00	0.00	0.00	0.00
*T0101 Salary Social Security Match	0.00	2,125.81	1,021.28	1,104.53
*T0102 Salary Medicare Match	0.00	623.97	285.25	338.72
*T0103 Central Benefit Rates Match	0.00	2,066.04	995.79	1,070.25
*T0104 Health Insurance	0.00	0.00	0.00	0.00
*T0105 Health Insurance Control	0.00	12,713.16	6,824.24	5,888.92
*T0106 State Life Insurance Control	0.00	113.24	62.48	50.76
<b>Budget Salary Wages - Current Period Balance</b>	88,179.30	48,749.36	26,702.80	12,727.14
<b>Budget Salary Wages - Ending Period Balance</b>	88,179.30	48,749.36	26,702.80	12,727.14

Step	Action
20.	Click the <b>PDF</b> link. 

**Opening Departmental Ledger Summary AUX\_Departmental Led...**

You have chosen to open  
Summary\_AUX\_Departmental Ledger Summary AUX.pdf  
which is a: Adobe Acrobat Document  
From: https://qareporting.omni.fsu.edu

What should Firefox do with this file?

Open with Adobe Reader 9.5 (default)

Save File

Do this automatically for files like this from now on.

Data contained within this report was last loaded on 6/19/2012 5:37:43 AM



Step	Action
21.	Click the <b>OK</b> button to open the report in Adobe Acrobat. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>

**OMNI Business Intelligence** Search: All Advanced Help Sign Out

Departmental Ledger AUX Home Catalog Favorites Dashboards New Open Signed In As

Summary **Detail**

Fiscal Year: 2012 Accounting Period: 5 Department: 029024 - Auction Sales Operating Fund: 320 - Auxiliary Enterprises Apply Reset

For best results remove 'Enter Department -' from the department prompt prior to executing the report. Leaving a prompt field blank will result in the report execution for all values of that particular field.

Data contained within this report was last loaded on 6/19/2012 5:37:43 AM

Departmental Ledger Sum... 1 / 5 48.6% Find

FLORIDA STATE UNIVERSITY  
DEPARTMENTAL LEDGER SUMMARY AUXILIARY  
Date: 2012-07-05 08:58:11 Page: 1 of 1

Department: 029024 - Auction Sales Operating ACCOUNTING PERIOD: 5 FISCAL YEAR: 2012  
Fund: 320 - Auxiliary Enterprises

	BUDGET	ENCUMBRANCES	EXPENSES	AVAILABLE BALANCE
<b>Budget Salary Wages - Beginning Period Balance</b>				
*T0200 Budget Salary Wages	81,719.00	0.00	0.00	
*T0210 UGSP Salaries	0.00	44,410.84	18,897.48	
*T0212 UGSP Overhead	0.00	0.00	637.00	
*T0214 Salary Social Security Match	0.00	2,732.47	1,207.25	
*T0216 Salary Medicare Match	0.00	424.31	207.00	
*T0218 Defined Benefit Rater Match	0.00	2,884.88	307.03	
*T0219 Health Plan Accrued Amount	0.00	0.00	2,473.00	
*T0217 Health Plan Employer Control	0.00	12,713.22	4,882.44	
*T0215 State OR Insurance Control	0.00	119.04	0.00	
<b>Budget Salary Wages - Beginning Period Balance Total</b>	<b>81,719.00</b>	<b>64,766.04</b>	<b>28,276.92</b>	<b>4,682.96</b>
<b>Budget Salary Wages - Current Period Balance</b>				
*T0200 UGSP Salaries	0.00	27,133.04	7,232.00	
*T0214 Salary Social Security Match	0.00	444.11	438.18	
*T0216 Salary Medicare Match	0.00	108.84	107.71	
*T0218 Defined Benefit Rater Match	0.00	292.88	317.70	
*T0219 Health Plan Accrued Amount	0.00	0.00	0.00	
*T0217 Health Plan Employer Control	0.00	17,313.18	1,313.18	
*T0215 State OR Insurance Control	0.00	13.82	13.82	
<b>Budget Salary Wages - Current Period Balance Total</b>	<b>0.00</b>	<b>18,174.36</b>	<b>9,788.92</b>	<b>361.88</b>
<b>Budget Salary Wages - Ending Period Balance</b>				
*T0200 Budget Salary Wages	81,719.00	0.00	0.00	
*T0210 UGSP Salaries	0.00	37,247.79	26,249.54	
*T0212 UGSP Overhead	0.00	0.00	817.68	
*T0214 Salary Social Security Match	0.00	2,300.38	1,448.47	
*T0216 Salary Medicare Match	0.00	546.10	303.64	

Step	Action
22.	To run a <b>Detail Report</b> , click in the <b>Detail</b> tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Detail</div>



# OMNI

## Training Guide

The screenshot shows the OMNI Business Intelligence interface. At the top, there's a navigation bar with 'Departmental Ledger AUX' and 'Detail' tabs. Below this, there are search filters for Fiscal Year (2012), Accounting Period (5), Department (029024 - Auction), and Fund (320 - Auxiliary Er). A note below the filters states: "For best results remove 'Enter Department -' from the department prompt prior to executing the report. Leaving a prompt field blank will result in the report execution for all values of that particular field." Below the filters, it says "Data contained within this report was last loaded on 6/19/2012 5:37:43 AM".

The main content area shows a window titled "Departmental Ledger Det...". It displays a table for Florida State University, Department: 029024 - Auction Sales Operating, Fund: 320 - Auxiliary Enterprises, Accounting Period: 5, FISCAL YEAR: 2012. The table has columns for Transaction ID, Source ID, LINE, Vendor/Employee, and AMOUNT. The data is summarized as follows:

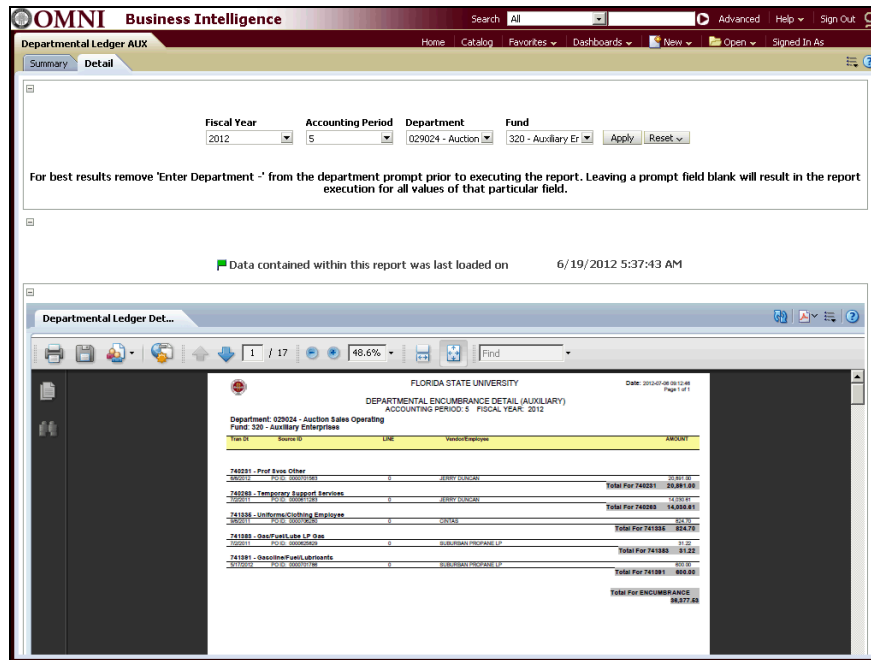
Transaction ID	Source ID	LINE	Vendor/Employee	AMOUNT
740001 - Prof Svcs Other	0	00001	00000	20,891.00
				<b>Total For 740001: 20,891.00</b>
740000 - Temporary Support Services	0	00001	00000	24,707.00
				<b>Total For 740000: 24,707.00</b>
741000 - Uniforms/Coaching Employees	0	00000	00000	14,000.00
				<b>Total For 741000: 14,000.00</b>
741000 - Gas/Fuel/Lube I.P. Gas	0	00000	00000	0.00
				<b>Total For 741000: 0.00</b>
741001 - Gasoline/Fuel Lubrimnts	0	00000	00000	11,221.00
				<b>Total For 741001: 11,221.00</b>
741000 - Gas/Fuel/Lube I.P. Gas	0	00000	00000	0.00
				<b>Total For 741000: 0.00</b>
				<b>Total For ENCUMBRANCE: 68,817.00</b>

Step	Action
23.	The search criteria from the <b>Department Ledger Summary</b> will carry forward and the <b>Department Ledger Detail</b> report will run automatically.

This is a duplicate of the screenshot above, showing the same OMNI Business Intelligence interface with the Departmental Ledger AUX and Departmental Ledger Detail reports. The search filters and data table are identical to the first screenshot.



Step	Action
24.	<p>The <b>Departmental Ledger Detail</b> contains several reports -- a <i>Cash Detail, Encumbrance Detail, Expense Detail, Liability Detail, and Revenue Detail</i>.</p> <p><b>NOTE:</b> Departments with no activity will not generate a report. For example, E&amp;G departments will not generate a <b>Revenue Detail Report</b>.</p>



Step	Action
25.	<p>The name of the report will appear as the page header, along with the entered search criteria.</p> <p>This is the <b>Departmental Encumbrance Detail</b> report.</p> <p>To view the other reports simply scroll through the PDF document.</p>



# OMNI Training Guide

Departmental Ledger Summary (Auxiliary)

Fund: 320 - Auxiliary Enterprises

Department: 028024 - Auxiliary Enterprises Operating

ACCOUNTING PERIOD: 8 FISCAL YEAR: 2012

Budget Category	BUDGET	ENCUMBRANCES	EXPENSES	AVAILABLE BALANCE
<b>Budget Salary Wages - Beginning Period Balance</b>				
*T0000 Budget Salary Wages	28,179.20	0.00	0.00	
*T0100 USIP Exempt	0.00	42,029.44	18,817.48	
*T0102 USIP Overline	0.00	0.00	817.88	
*T0104 Salary Social Security Match	0.00	1,212.51	1,227.28	
*T0102 Salary Medicare Match	0.00	842.97	261.26	
*T0102 Central Service Health Match	0.00	3,665.64	3,677.73	
*T0101 Fringe Adm/ Assignments	0.00	0.00	24.43	
*T0102 Health Ins Employee Contri	0.00	12,215.11	4,823.14	
*T0102 State - Fr Insurance Contri	0.00	113.24	61.48	
<b>Budget Salary Wages - Beginning Period Balance Total</b>	<b>28,179.20</b>	<b>67,706.34</b>	<b>28,625.37</b>	<b>-1,320.95</b>
<b>Budget Salary Wages - Current Period Balance</b>				
*T0104 USIP Exempt	0.00	1,123.58	7,121.58	
*T0104 Salary Social Security Match	0.00	484.11	432.18	
*T0102 Salary Medicare Match	0.00	1,033.87	420.71	
*T0102 Central Service Health Match	0.00	2,746.18	3,111.70	
*T0101 Fringe Adm/ Assignments	0.00	0.00	1.70	
*T0102 Health Ins Employee Contri	0.00	11,713.18	1,711.18	
*T0102 State - Fr Insurance Contri	0.00	113.43	113.42	
<b>Budget Salary Wages - Current Period Balance Total</b>	<b>0.00</b>	<b>16,174.26</b>	<b>5,789.30</b>	<b>(34.86)</b>
<b>Budget Salary Wages - Ending Period Balance</b>				
*T0000 Budget Salary Wages	28,179.20	0.00	0.00	
*T0104 USIP Exempt	0.00	27,247.73	26,042.34	
*T0102 USIP Overline	0.00	0.00	817.88	
*T0104 Salary Social Security Match	0.00	3,358.36	1,642.47	
*T0102 Salary Medicare Match	0.00	246.17	261.61	

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