

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

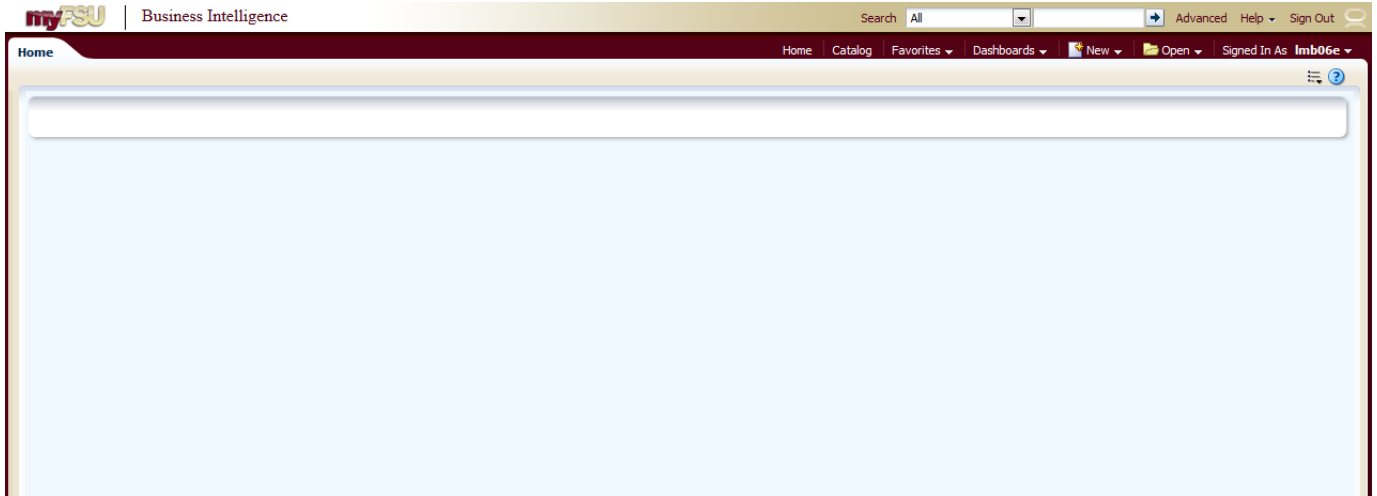
Estimated Length: 5 Minutes

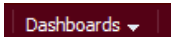
Step	Action
1.	Click the myFSU BI link. myFSU BI

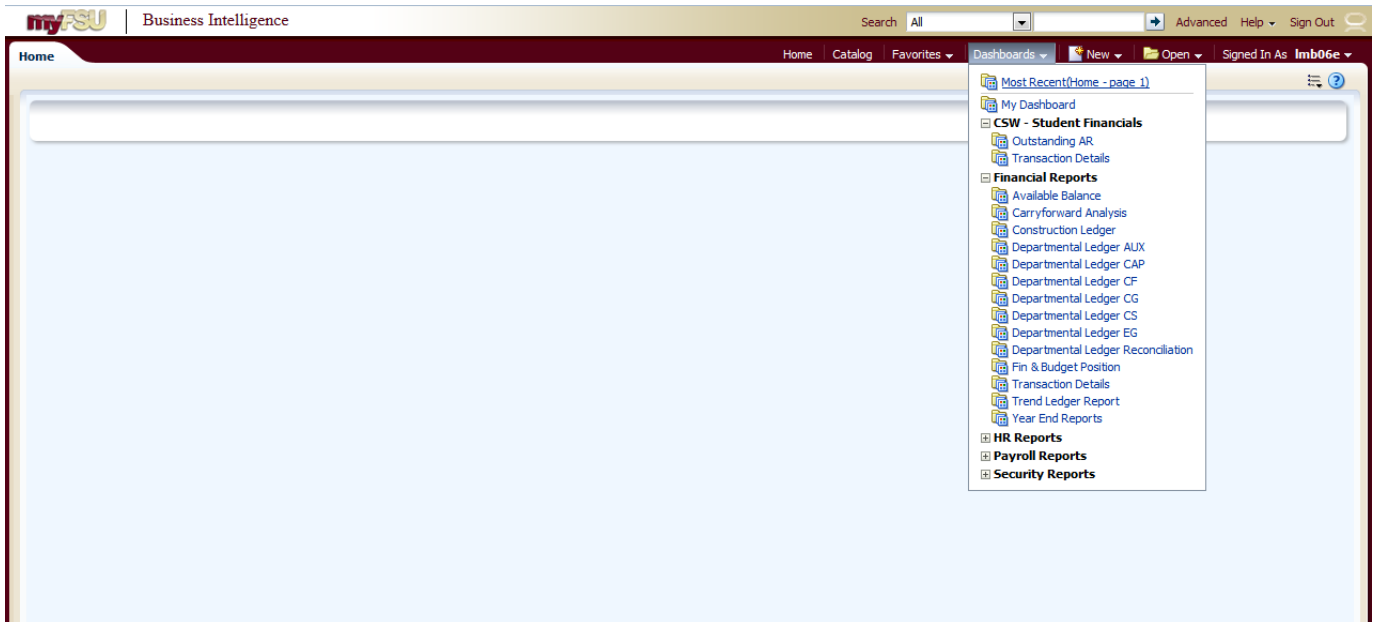


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Step	Action
2.	Click the Dashboards menu. 

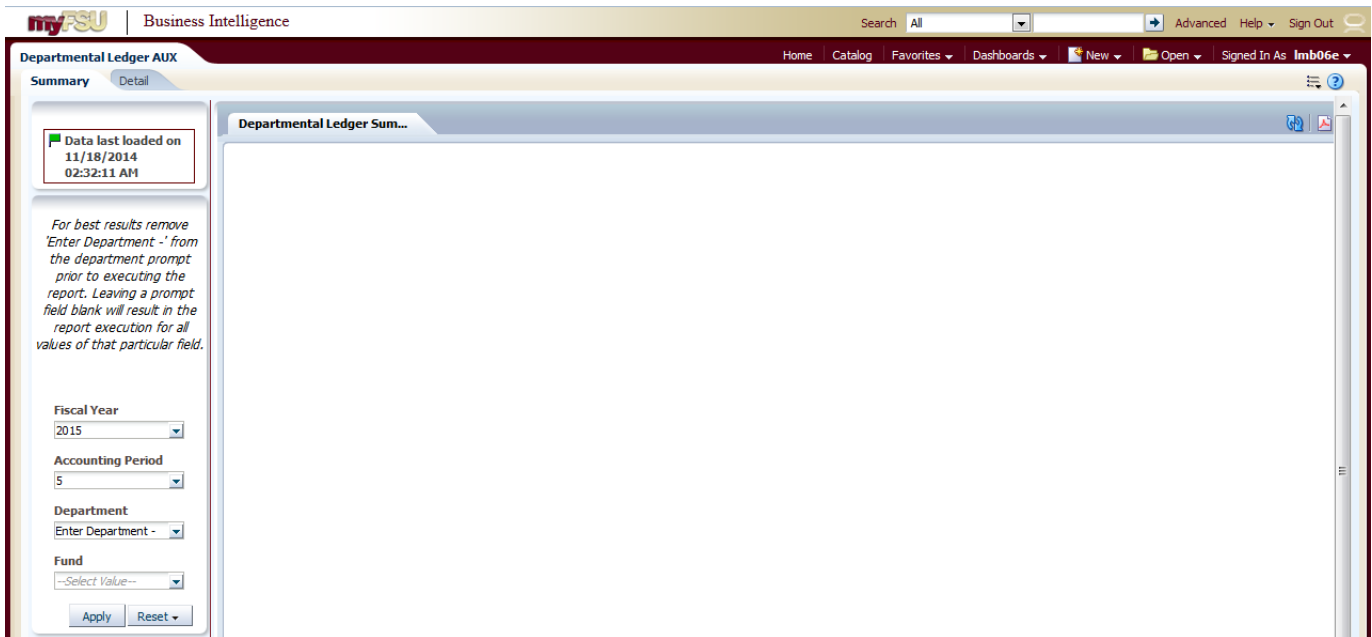





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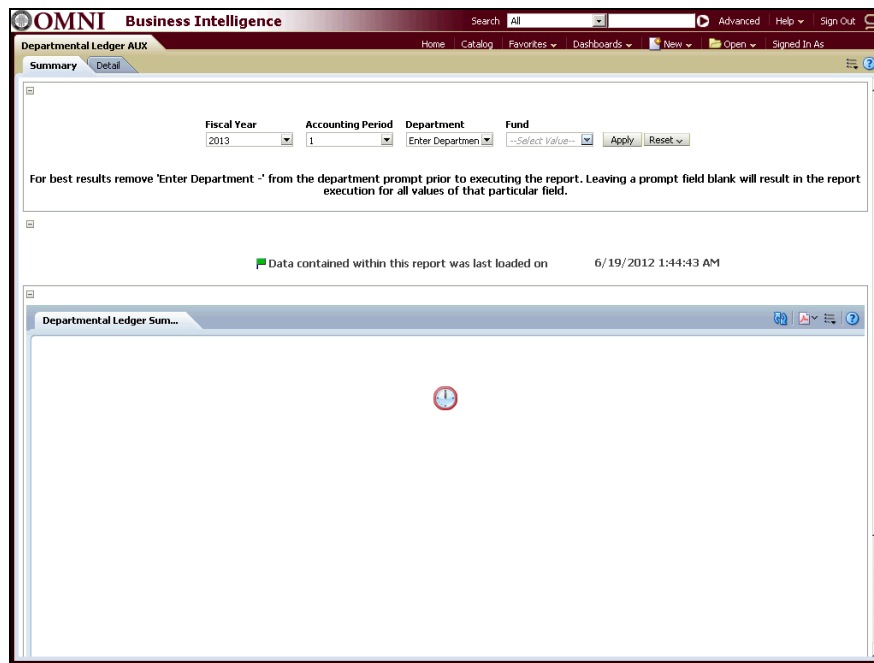
Step	Action
3.	Select the desired Departmental Ledger Report. For the purpose of this example, click the Departmental Ledger AUX link.  Departmental Ledger AUX



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



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

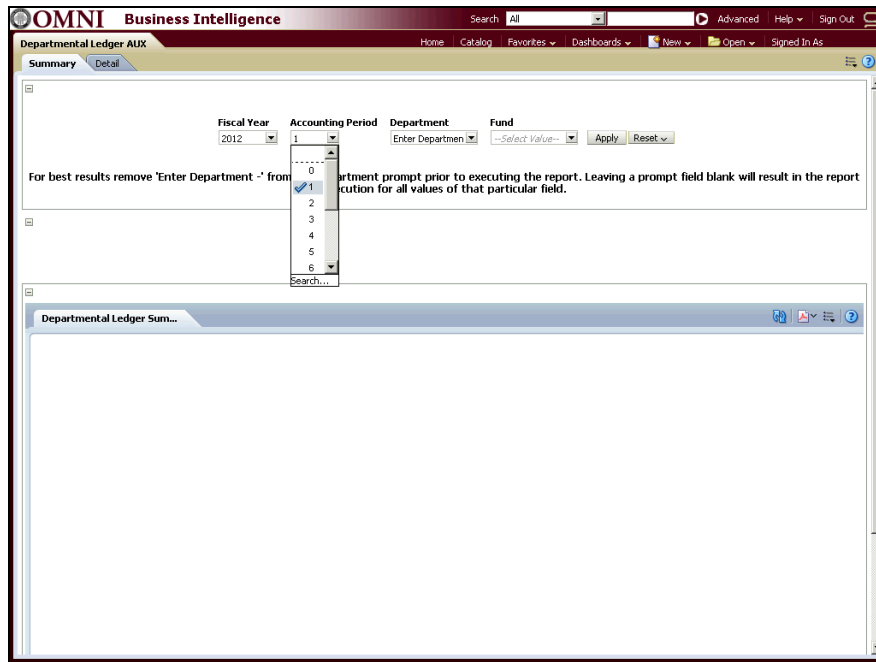




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Step	Action
6.	Select the desired Accounting Period . NOTE: The Accounting Period will automatically default to the current period. Click the Accounting Period drop down button. <input type="button" value="▼"/>

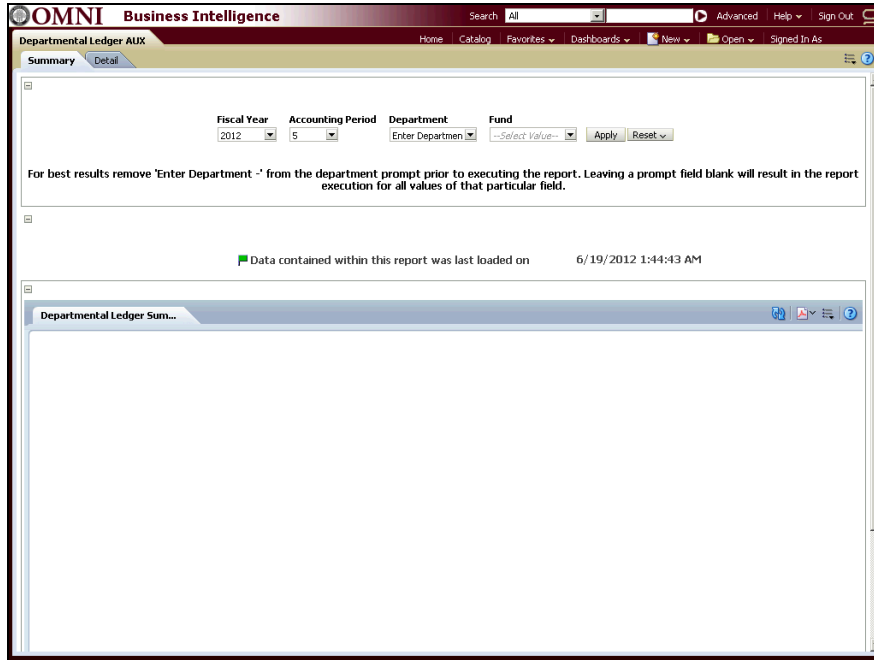


Step	Action
7.	For the purpose of this example, select Accounting Period 5 . <input type="button" value="5"/>

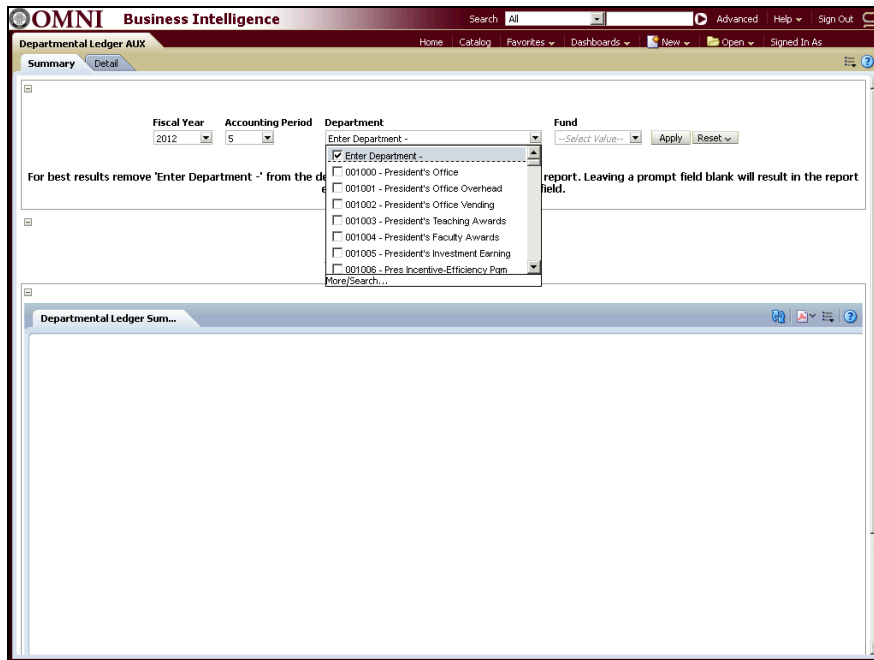


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Step	Action
8.	Lookup your Department by clicking the Enter Department drop down button. <input data-bbox="342 1062 375 1094" type="button" value="▼"/>

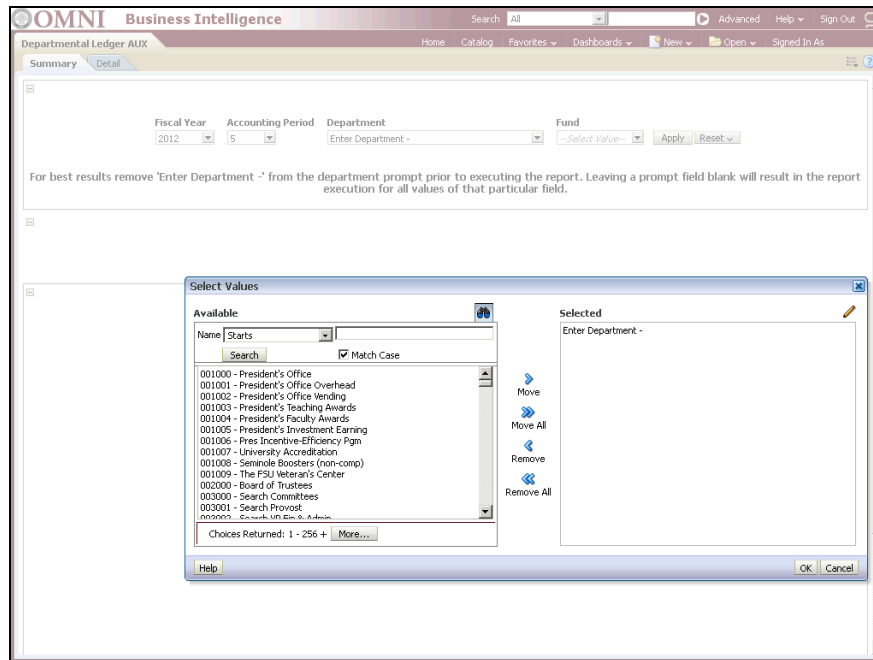




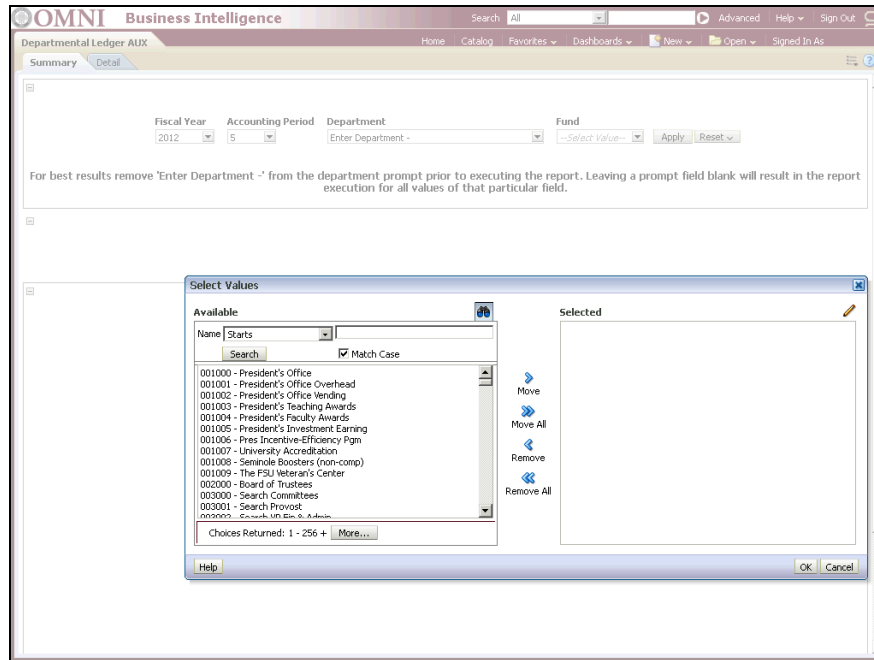
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Step	Action
9.	<p>A list of Department IDs will appear. If your Department appears on the list you may choose it this way.</p> <p>Otherwise, select More/Search... to bring up the full Department Selection menu.</p> <p>More/Search...</p>



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

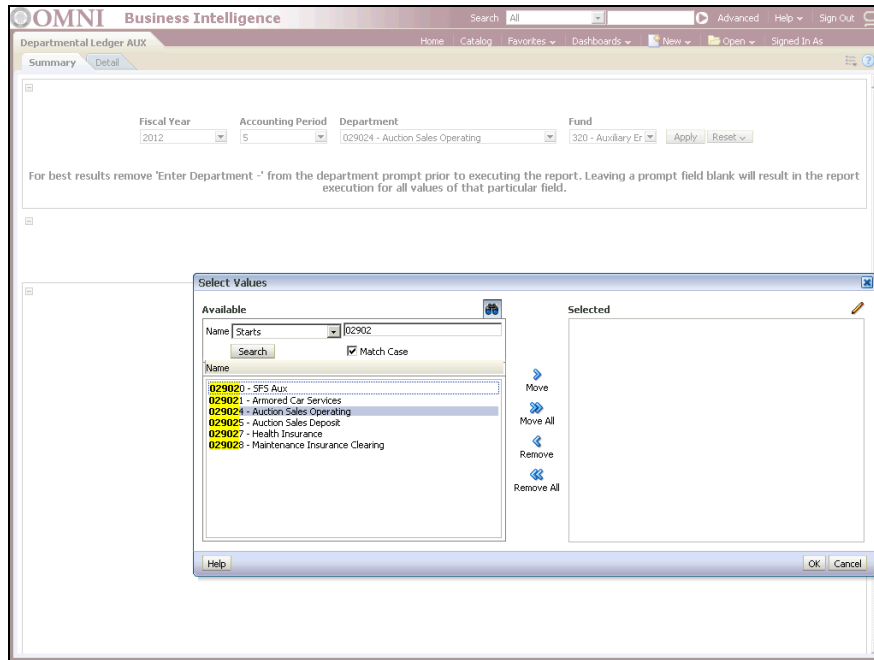


Step	Action
11.	<p>Enter part or all of your Department ID.</p> <p>NOTE: By selecting "contains" in the Name drop down list, you may enter just a portion of the DeptID or Department Name to display any matching departments.</p> <input type="text"/>

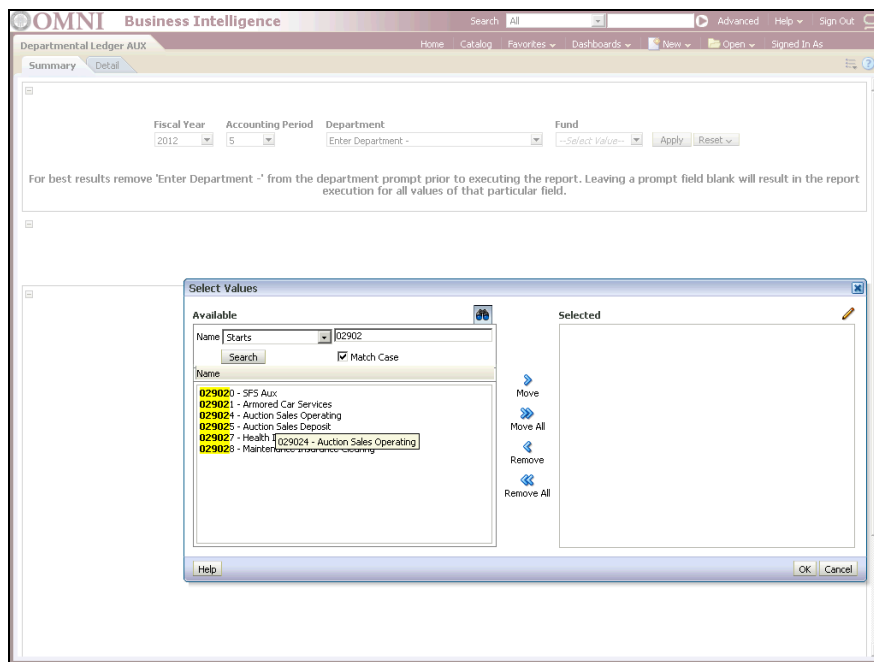


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
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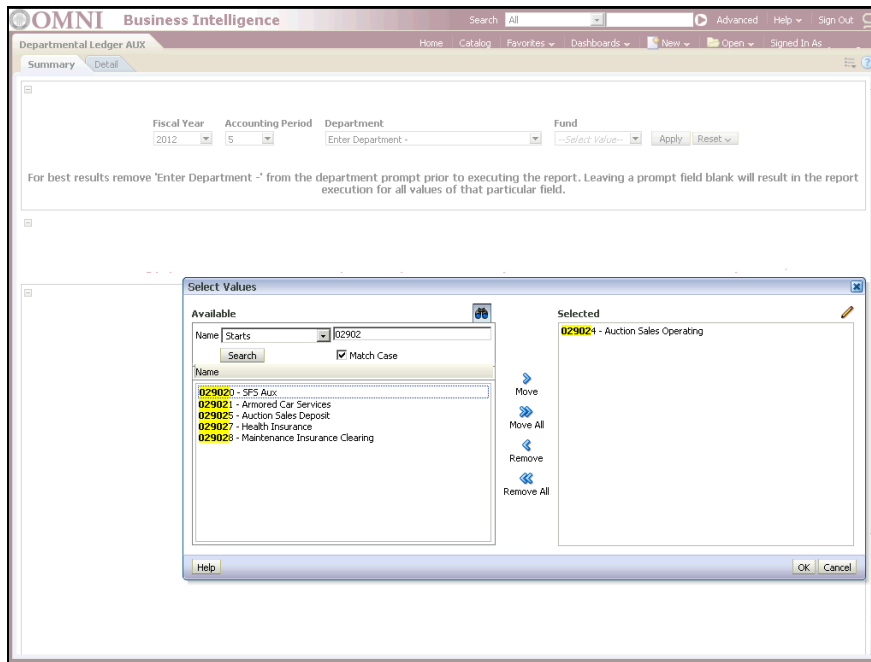



Step	Action
12.	Select your Department from the list. NOTE: Using the >> Move All button will select all Departments listed. 029024 - Auction Sales Operating

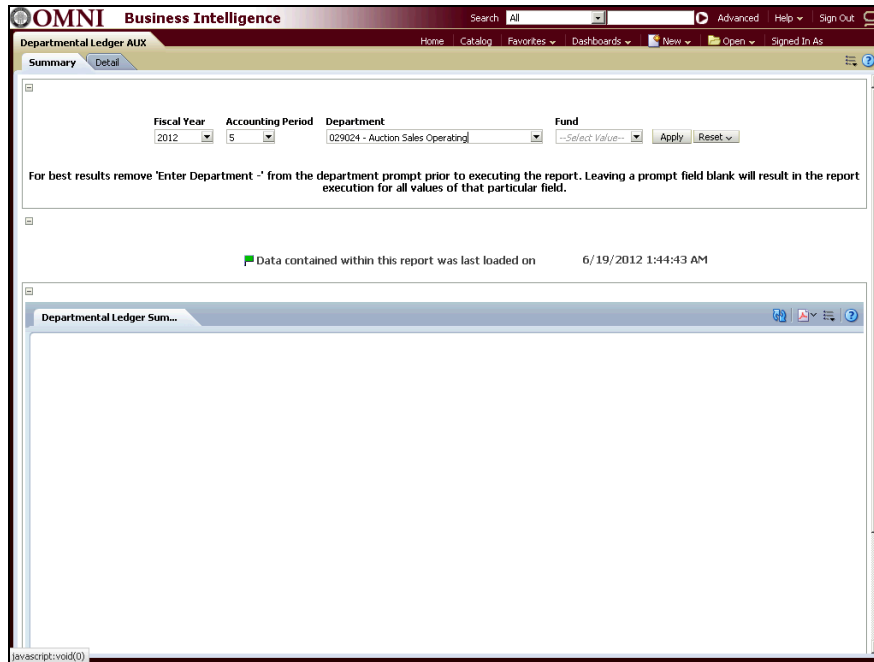




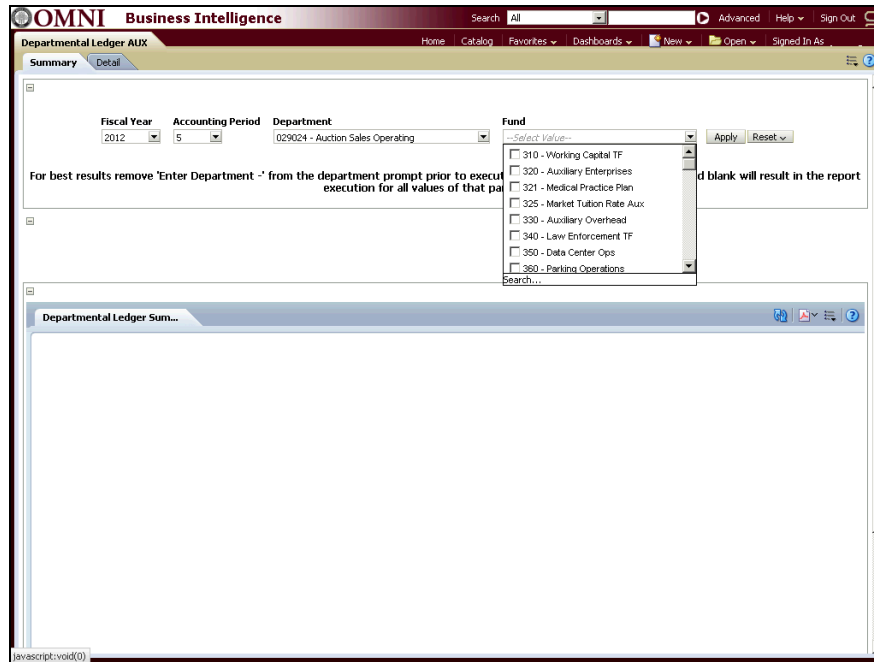
Step	Action
13.	Click in the > Move button to move the desired Department to the Selected box. 



Step	Action
14.	Click the OK button. 



Step	Action
15.	<p>Lookup your desired Fund.</p> <p>NOTE: Leaving this field blank when running a Departmental Ledger will return ONLY 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 Fund drop down button.</p> <p><input type="button" value="▼"/></p>

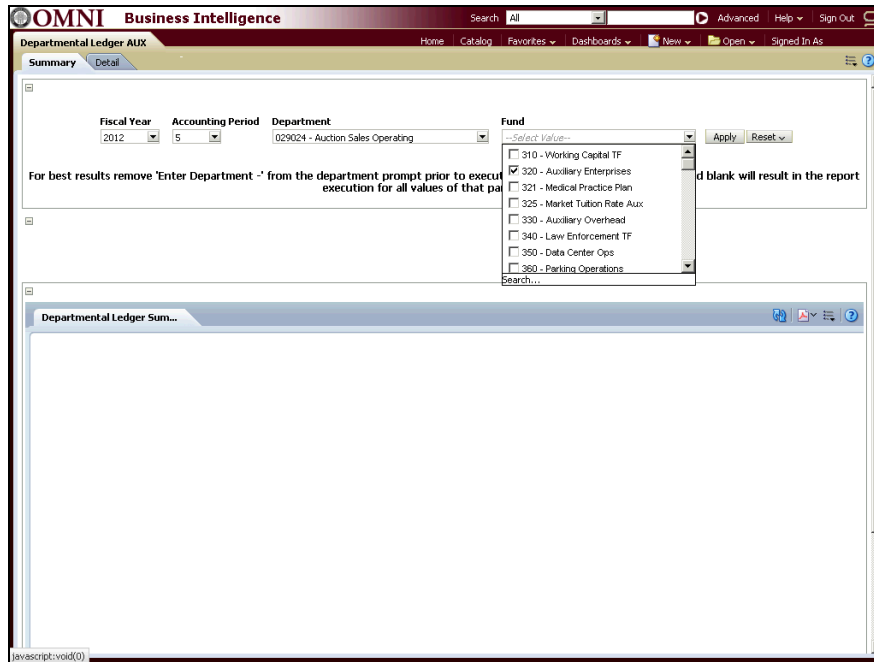



Step	Action
16.	<p>Select your Fund from the list. 320 - Auxiliary Enterprises option.</p> <p>NOTE: Only Auxiliary funds appear in this dropdown list because in this example we are running the Department Ledger AUX report.</p> <input type="checkbox"/>

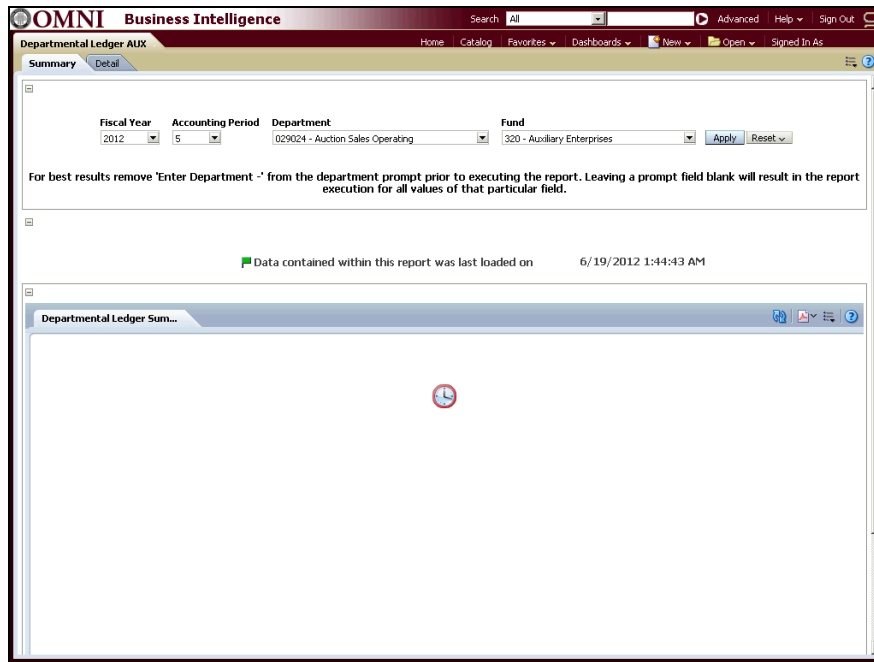


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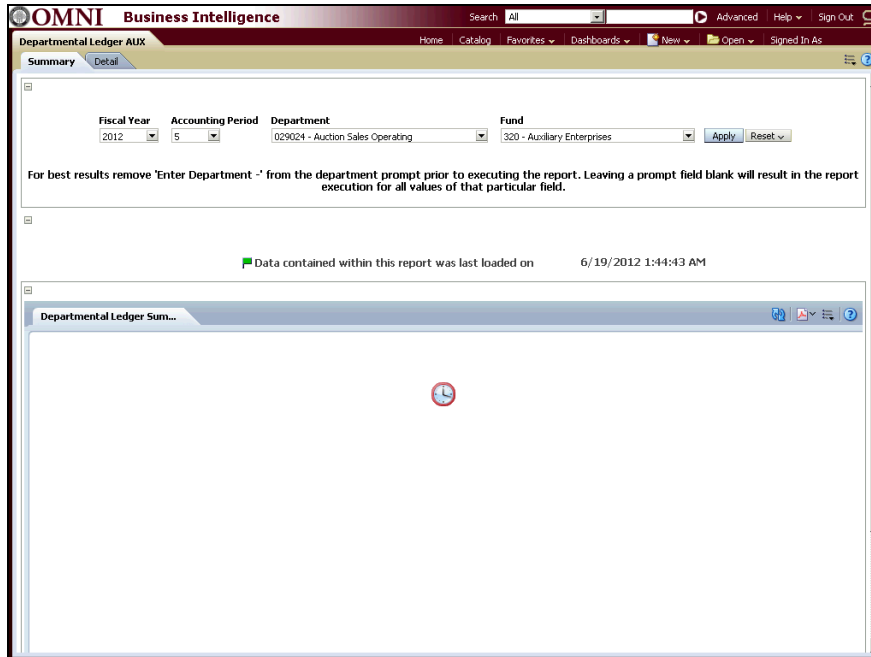



Step	Action
17.	Click in the Apply button to run the report. 





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 Actions button.</p> 



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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

Budget Category	Budget	Encumbrances	Expenses	Available Balance
Budget Salary Wages - Beginning Period Balance	88,179.32	0.00	0.00	88,179.32
*T0000 Budget Salary Wages	0.00	0.00	0.00	0.00
*T0020 USIP Expenses	0.00	44,010.84	18,817.28	44,168.48
*T0028 USIP Overhead	0.00	0.00	0.00	0.00
*T0041 Salary Social Security Match	0.00	2,125.81	1,021.28	1,104.52
*T0042 Salary Medicare Match	0.00	623.97	285.25	338.72
*T0052 Central Benefit Rates Match	0.00	2,066.68	995.79	1,070.89
*T0061 Fringe Admin Appointments	0.00	0.00	0.00	0.00
*T0072 Health Ins Employee Contri	0.00	1,621.11	832.14	788.97
*T0082 State Life Insurance Contri	0.00	113.24	62.48	50.76
Budget Salary Wages - Beginning Period Balance Total	88,179.32	48,760.64	20,672.35	39,418.67
Budget Salary Wages - Current Period Balance	0.00	-16,174.36	5,769.92	25,644.56
*T0020 Budget Salary Wages	0.00	0.00	0.00	0.00
*T0028 USIP Expenses	0.00	-1,123.55	7,133.56	6,010.01
*T0041 Salary Social Security Match	0.00	-444.11	438.15	46.94
*T0042 Salary Medicare Match	0.00	-103.87	102.71	1.16
*T0052 Central Benefit Rates Match	0.00	-246.66	381.70	135.04
*T0061 Fringe Admin Appointments	0.00	0.00	0.00	0.00
*T0072 Health Ins Employee Contri	0.00	-1,173.16	1,713.16	540.00
*T0082 State Life Insurance Contri	0.00	-113.24	113.24	0.00
Budget Salary Wages - Current Period Balance Total	0.00	-16,174.36	5,769.92	25,644.56
Budget Salary Wages - Ending Period Balance	88,179.32	32,586.28	26,442.27	28,982.33
*T0000 Budget Salary Wages	0.00	0.00	0.00	0.00
*T0020 USIP Expenses	0.00	37,247.79	26,042.94	11,194.81
*T0028 USIP Overhead	0.00	0.00	0.00	0.00
*T0041 Salary Social Security Match	0.00	3,308.98	1,642.41	1,666.57
*T0042 Salary Medicare Match	0.00	842.16	383.63	458.53

Step	Action
20.	Click the PDF 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 OK 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
Budget Salary Wages - Beginning Period Balance				
*T0200 Budget Salary Wages	81,719.00	6,000	7,250.00	
*T0204 USPS Salaries	0.00	44,038.41	18,897.48	
*T0209 USPS Overtime	0.00	0.00	637.00	
*T0211 Salary Social Security Match	0.00	2,732.47	1,207.20	
*T0212 Salary Medicare Match	0.00	424.31	204.00	
*T0213 Defined Benefit Rater Match	0.00	2,884.00	307.00	
*T0214 Fringe Allowance Accruals	0.00	0.00	2,473.00	
*T0217 Health Ins Employer Control	0.00	12,713.22	4,802.44	
*T0218 State OR Insurance Control	0.00	119.04	0.00	
Budget Salary Wages - Beginning Period Balance Total	81,719.00	64,786.04	26,372.92	4,660.04
Budget Salary Wages - Current Period Balance				
*T0204 USPS Salaries	0.00	27,133.04	7,250.00	
*T0211 Salary Social Security Match	0.00	444.11	438.16	
*T0212 Salary Medicare Match	0.00	1,058.81	537.70	
*T0213 Defined Benefit Rater Match	0.00	292.00	307.70	
*T0214 Fringe Allowance Accruals	0.00	0.00	0.00	
*T0217 Health Ins Employer Control	0.00	1,713.16	1,313.16	
*T0218 State OR Insurance Control	0.00	13.62	0.00	
Budget Salary Wages - Current Period Balance Total	0.00	30,754.64	9,788.92	341.88
Budget Salary Wages - Ending Period Balance				
*T0200 Budget Salary Wages	81,719.00	6,000	7,250.00	
*T0204 USPS Salaries	0.00	37,247.79	26,549.54	
*T0209 USPS Overtime	0.00	0.00	637.00	
*T0211 Salary Social Security Match	0.00	2,300.36	1,645.27	
*T0212 Salary Medicare Match	0.00	546.10	305.64	

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



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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..." with a toolbar and a search bar. The window displays a report for Florida State University, Departmental Encumbrance Detail (Auxiliary). The report includes a table with columns for Transaction ID, Source ID, Line, Vendor/Employee, and Amount. The table lists various categories like Prof Svcs Other, Temporary Support Services, Uniforms/Coaching Employee, Gas/Fuel/Lube LP Gas, and Gasoline/Fuel Allowance, with their respective totals.

Trans ID	Source ID	LINE	Vendor/Employee	AMOUNT
740001	029024	0	029024	20,891.88
740002	029024	0	029024	24,707.47
Total For 740001				20,891.88
740003	029024	0	029024	14,006.81
740004	029024	0	029024	52.78
Total For 740003				14,006.81
741000	029024	0	029024	824.70
741001	029024	0	029024	49.28
Total For 741000				824.70
741002	029024	0	029024	81.22
741003	029024	0	029024	307.50
741004	029024	0	029024	308.00
Total For 741001				308.00
Total For ENCUMBRANCE				88,377.88

Step	Action
23.	The search criteria from the Department Ledger Summary will carry forward and the Department Ledger Detail 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.



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

The screenshot shows the OMNI Business Intelligence interface. At the top, there's a search bar and navigation options. Below that, the 'Departmental Ledger AIX' window is open, showing 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.'

The main report area displays the following information:

FLORIDA STATE UNIVERSITY
 DEPARTMENTAL ENCUMBRANCE DETAIL (AUXILIARY)
 ACCOUNTING PERIOD: 5 FISCAL YEAR: 2012
 Department: 029024 - Auction Sales Operating
 Fund: 320 - Auxiliary Enterprises

Line	Vendor/Employee	AMOUNT
740291 - Prof Svcs Other	UNIVERSITY OF FLORIDA	20,911.91
740292 - Prof Svcs Other	UNIVERSITY OF FLORIDA	20,989,190
Total For 740291		20,989,190
740293 - Temporary Support Services	UNIVERSITY OF FLORIDA	9,710.88
740294 - Prof Svcs Other	UNIVERSITY OF FLORIDA	14,000.81
Total For 740293		14,000.81
741006 - Uniforms/Working Employees	UNIVERSITY OF FLORIDA	52.70
741007 - Prof Svcs Other	UNIVERSITY OF FLORIDA	504.92
Total For 741006		504.92
741008 - Gas/Fuel/Lube I.P. Ops	UNIVERSITY OF FLORIDA	91.22
741009 - Prof Svcs Other	UNIVERSITY OF FLORIDA	112.28
Total For 741008		112.28
741081 - Gasoline/Fuel/Lubricants	UNIVERSITY OF FLORIDA	403.38
741082 - Prof Svcs Other	UNIVERSITY OF FLORIDA	600.20
Total For 741081		600.20
Total For ENCUMBRANCE		6,877.88

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 Departmental Encumbrance Detail report.</p> <p>To view the other reports simply scroll through the PDF document.</p>



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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
Budget Salary Wages - Beginning Period Balance				
*T0000 Budget Salary Wages	81,719.00	0.00	0.00	81,719.00
*T0100 USIP Exempt	0.00	42,025.04	18,817.08	0.00
*T0102 USIP Overline	0.00	0.00	817.08	0.00
*T0104 Salary Social Security Match	0.00	1,212.01	1,212.01	0.00
*T0102 Salary Medicare Match	0.00	842.97	261.26	0.00
*T0102 Central Service Health Match	0.00	3,665.64	3,665.73	0.00
*T0101 Fringe Admin Allocation	0.00	0.00	24.43	0.00
*T0102 Health Plan Employee Contri	0.00	14,215.11	4,815.14	0.00
*T0102 State Life Insurance Contri	0.00	113.54	61.48	0.00
Budget Salary Wages - Beginning Period Balance Total	81,719.00	60,762.26	28,552.93	14,203.81
Budget Salary Wages - Current Period Balance				
*T0104 USIP Exempt	0.00	1,163.58	7,181.58	0.00
*T0104 Salary Social Security Match	0.00	484.11	432.71	0.00
*T0102 Salary Medicare Match	0.00	1,033.87	301.71	0.00
*T0102 Central Service Health Match	0.00	2,961.18	301.70	0.00
*T0101 Fringe Admin Allocation	0.00	0.00	1.70	0.00
*T0102 Health Plan Employee Contri	0.00	11,715.18	1,711.18	0.00
*T0102 State Life Insurance Contri	0.00	113.63	113.62	0.00
Budget Salary Wages - Current Period Balance Total	0.00	16,473.36	9,760.92	(34.86)
Budget Salary Wages - Ending Period Balance				
*T0000 Budget Salary Wages	81,719.00	0.00	0.00	81,719.00
*T0102 USIP Exempt	0.00	43,188.62	25,998.66	0.00
*T0102 USIP Overline	0.00	0.00	818.79	0.00
*T0104 Salary Social Security Match	0.00	1,696.12	1,643.72	0.00
*T0102 Salary Medicare Match	0.00	2,245.88	763.97	0.00

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