

Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report

Purposes/Uses/Other Information:

- Expenditures are life to date.
- Encumbrance balances are as of month end.
- Encumbrances include purchase orders, subcontracts and future personnel salary/fringe for personnel that have been appointed in the system.
- Generated on a monthly basis and available by the 5th of the month.
- Used to reconcile project balances to internal records that include future known transactions not recorded in OMNI to date.

Steps to Generate Monthly Financial Report

1. Login to the OMNI Portal and click on the Financials 8.9 link.

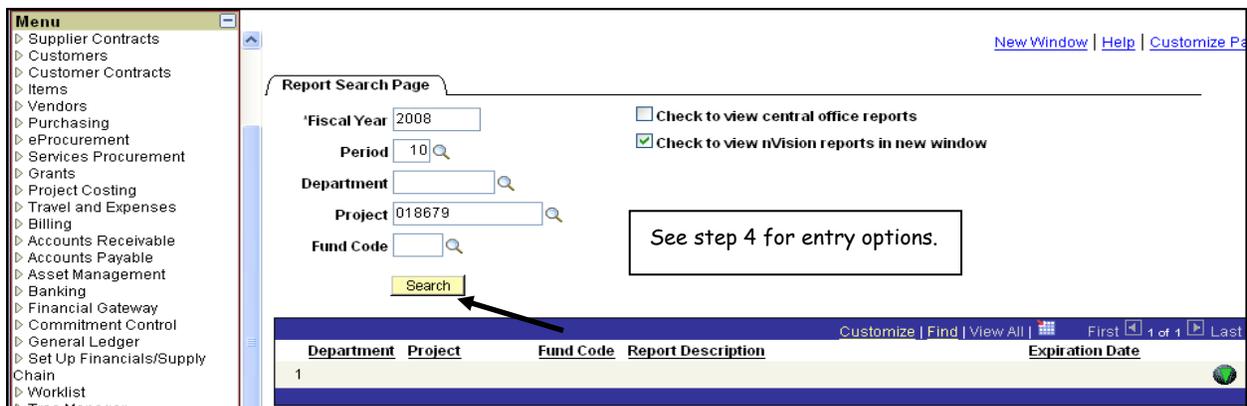
The Menu page will display.

2. Go to OMNI report menu

Navigation: Reporting Tools > Report Search Page



3. The criteria page displays.



Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report

4. Enter the fields as follows:

Field Name	Entry Requirements/Options
Fiscal Year	Current fiscal year (2008)
Period (select the most recent period that has ended, e.g. if today = 5/16/2008, select period 10 for April)	July = 1 August = 2 September = 3 October = 4 November = 5 December = 6 January = 7 February = 8 March = 9 April = 10 May = 11 June = 12
Department	Leave Blank
Project ID	Enter desired 6 digit project number (e.g. 018679)
Fund Code	Leave Blank

5. Click the button to display the results. The bottom part of the page will populate with the available reports.

Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report

Report Search Page

Fiscal Year: 2008
 Period: 10
 Department:
 Project: 018679
 Fund Code:

Check to view central office reports
 Check to view nVision reports in new window

Search

This report provides expenditures by account code (Example 1)

Department	Project	Fund Code	Report Description	Expiration Date
1 215000	018679	530	ICNG-215000-530-018679-DLS	12/31/2999
2 219004	018679	570	ICNG-219004-570-018679-DLS	12/31/2999
3	Do not select		FSU CASH REPORT BY DEPT	12/31/2999
4			FSU CASH REPORT BY PROJ	12/31/2999
5			FSU CURRENT LIABILITY BY DEPT.	12/31/2999
6			FSU CURRENT LIABILITY BY PROJ	12/31/2999
7			FSU ENCUMBRANCES BY DEPT	12/31/2999
8			FSU ENCUMBRANCES BY PROJ	12/31/2999
9			FSU EXPENSE JOURNAL BY DEPT	12/31/2999
10			FSU EXPENSE JOURNAL BY PROJ	12/31/2999

Customize | Find | View All | First | 1-12 of 12 | Last

These reports provide detail expenditures and encumbrance balances by PO, etc as of month end. Must search for project as the report is for the entire university. (Example 2 and 3)

6. Click on the  button to display the report(s) that you want to view/save. Note that you may have to hold down the Ctrl key while you click on the link. The following discusses each of the examples (in the back of the material) of the most useful reports.

Example 1 - Departmental Project Ledger Summary (CNG-215000-530-018679-DLS)

This report provides expenditure/encumbrance totals by account code. The sections are as follows:
Direct 1st Section - includes the total direct project expenses as of the end of the month prior to the current reporting period.

Direct 2nd Section - includes direct project expense and encumbrance activity for the current reporting period.

Direct 3rd Section - includes total direct project expenses and encumbrance balances as of the end of the current reporting period.

Indirect 1st Section - includes indirect expenses as of the end of the month prior to the current reporting period.

Indirect 2nd Section - includes indirect expense activity for the current reporting period.

Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report

Indirect 3rd Section - includes total indirect expenses as of the end of the current reporting period.

The Revenue, Cash and Liabilities sections of the report are not needed for monitoring the expenses of the project. SRAS staff ensure that these accounts are complete and accurate.

Example 2 - Current Month Expenses by Project (FSU Expense Journal by Project)

This report will display as a pdf file and is very large as it includes expenses for all projects university wide. The report defaults to display on page one. To find a project, use the Ctrl F (Find) functionality. Example 2 includes an excerpt of the report for project 018679.

Example 3 - Encumbrances by Project (FSU Encumbrance by Project)

This report will display as a pdf file and is very large as it includes encumbrance balances for all projects university wide. The report defaults to display on page one. To find a project, use the Ctrl F (Find) functionality. Example 3 includes an excerpt of the report for project 018679.

Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report



FLORIDA STATE UNIVERSITY
 DEPARTMENTAL LEDGER SUMMARY (CNG)
 AS OF 04/30/08
 ACCTG PER: 10 FISCAL YR: 2008

Page 1 of 3
Example 1

PROJECT: 018679	Structural Integrity and Safe
DEPT: 216000	Civil & Environmental Engineer
FUND: 530	Sponsored Programs State

	BUDGET	PRE-ENCUMBRANCE	ENCUMBRANCE	EXPENSES	AVAILABLE BALANCE	
DIRECT						
700001	Budget Direct Costs	339,019.43	0.00	0.00	0.00	
710114	9 Month Faculty	0.00	0.00	0.00	35,805.31	
710141	Salary Social Security Match	0.00	0.00	0.00	2,231.26	
710142	Salary Medicare Match	0.00	0.00	0.00	521.82	
710153	ORP Defined Contrib Match	0.00	0.00	0.00	3,734.46	
720111	Graduate Assistants	0.00	0.00	1,972.00	11,160.00	
720112	Post Doctoral Associates	0.00	0.00	0.00	8,000.00	
720121	Temporary Employment	0.00	0.00	0.00	13,272.00	
720142	OPS Medicare	0.00	0.00	0.00	255.20	
740222	Engineering Services (Not FCO)	0.00	0.00	0.00	694.00	
740231	Oth Independ Contractor Svcs	0.00	0.00	0.00	7,662.50	
740251	Computing Services	0.00	0.00	0.00	500.00	
740301	Printing /Reproduction	0.00	0.00	0.00	195.00	
740501	In-State Travel	0.00	0.00	589.00	1,074.45	
740521	Out-of-State Travel	0.00	0.00	472.00	6,677.56	
740541	Foreign Travel	0.00	0.00	0.00	9,276.53	
740712	Telecom Admin Indirect Chrg	0.00	0.00	0.00	70.00	
740730	Cellular Telephone	0.00	0.00	0.00	918.81	
740904	Building Repair & Maint NonFCO	0.00	0.00	0.00	262.50	
741101	Office Supplies Consumable	0.00	0.00	0.00	162.60	
741141	Information Technology Supply	0.00	0.00	0.00	765.92	
741145	Application Software Licenses	0.00	0.00	0.00	389.29	
741151	Computer Equip <1000	0.00	0.00	0.00	1,230.60	
741153	Computer Misc Equip <1000	0.00	0.00	1,157.06	137.46	
741191	Lab Equipment <1000	0.00	0.00	3,646.00	3,775.78	
741251	Educational Supplies	0.00	0.00	0.00	139.70	
741371	Maint. Heating Supplies Other	0.00	0.00	69.95	0.00	
741401	Empl/Vol Reimburse Non-Travel	0.00	0.00	0.00	36.98	
741420	Other Supplies	0.00	0.00	0.00	94.50	
741521	Freight	0.00	0.00	0.00	20.52	
741620	Workers Compensation Benefits	0.00	0.00	0.00	100.26	
741951	Oth Current Chrgs&Obligations	0.00	0.00	0.00	690.00	
742101	Grad Student Matriculations	0.00	0.00	0.00	3,114.94	
742102	Out of St GradStdnt Matric Fee	0.00	0.00	0.00	8,929.90	
760601	Computer IT Equip >1000	0.00	0.00	2,066.92	7,480.88	
	Beginning Balance	339,019.43	-	9,972.93	129,380.73	199,665.77
720111	Graduate Assistants	0.00	0.00	-1,360.00	1,360.00	
740501	In-State Travel	0.00	0.00	0.00	543.97	
740521	Out-of-State Travel	0.00	0.00	1,463.00	396.37	
741152	Computer Periph Equip <1000	0.00	0.00	0.00	1,700.00	
741153	Computer Misc Equip <1000	0.00	0.00	-158.06	158.06	
741620	Workers Compensation Benefits	0.00	0.00	0.00	1.36	
742101	Grad Student Matriculations	0.00	0.00	0.00	377.57	

Beginning Balance =
 March 31, 2008

CNG-530.xls

Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report



FLORIDA STATE UNIVERSITY

Page 2 of 3

DEPARTMENTAL LEDGER SUMMARY (CNG)
AS OF 04/30/08
ACCTG PER: 10 FISCAL YR: 2008

PROJECT:	018679	Structural Integrity and Safe	BUDGET	PRE- ENCUMBRANCE	ENCUMBRANCE	EXPENSES	AVAILABLE BALANCE
DEPT:	215000	Civil & Environmental Engineer					
FUND:	630	Sponsored Programs State					
742102	Out of St GradStdnt Matric Fee		0.00	0.00	0.00	1,082.41	
	Current Month		-	-	(55.06)	5,619.74	(5,584.68)
700001	Budget Direct Costs		339,019.43	0.00	0.00	0.00	
710114	9 Month Faculty		0.00	0.00	0.00	35,805.31	
710141	Salary Social Security Match		0.00	0.00	0.00	2,231.26	
710142	Salary Medicare Match		0.00	0.00	0.00	521.82	
710153	ORP Defined Contrib Match		0.00	0.00	0.00	3,734.46	
720111	Graduate Assistants		0.00	0.00	612.00	12,520.00	
720112	Post Doctoral Associates		0.00	0.00	0.00	8,000.00	
720121	Temporary Employment		0.00	0.00	0.00	13,272.00	
720142	OPS Medicare		0.00	0.00	0.00	255.20	
740222	Engineering Services (Not FCO)		0.00	0.00	0.00	694.00	
740231	Oth Independ Contractor Svcs		0.00	0.00	0.00	7,662.50	
740251	Computing Services		0.00	0.00	0.00	500.00	
740301	Printing/Reproduction		0.00	0.00	0.00	195.00	
740501	In-State Travel		0.00	0.00	589.00	1,618.42	
740521	Out-of-State Travel		0.00	0.00	1,935.00	7,073.93	
740541	Foreign Travel		0.00	0.00	0.00	9,276.53	
740712	Telecom Admin Indirect Chrg		0.00	0.00	0.00	70.00	
740730	Cellular Telephone		0.00	0.00	0.00	918.81	
740904	Building Repair & Maint NonFCO		0.00	0.00	0.00	262.50	
741101	Office Supplies Consumable		0.00	0.00	0.00	162.60	
741141	Information Technology Supply		0.00	0.00	0.00	765.92	
741145	Application Software Licenses		0.00	0.00	0.00	389.29	
741151	Computer Equip <1000		0.00	0.00	0.00	1,230.60	
741152	Computer Periph Equip <1000		0.00	0.00	0.00	1,700.00	
741153	Computer Misc Equip <1000		0.00	0.00	999.00	295.52	
741191	Lab Equipment <1000		0.00	0.00	3,646.00	3,775.78	
741251	Educational Supplies		0.00	0.00	0.00	139.70	
741371	Maint. Heating Supplies Other		0.00	0.00	69.95	0.00	
741401	Empl/Vol Reimburse Non-Travel		0.00	0.00	0.00	36.98	
741420	Other Supplies		0.00	0.00	0.00	94.50	
741521	Freight		0.00	0.00	0.00	20.52	
741620	Workers Compensation Benefits		0.00	0.00	0.00	101.62	
741951	Oth Current Chrgs&Obligations		0.00	0.00	0.00	690.00	
742101	Grad Student Matriculations		0.00	0.00	0.00	3,492.51	
742102	Out of St GradStdnt Matric Fee		0.00	0.00	0.00	10,012.31	
760601	Computer IT Equip >1000		0.00	0.00	2,066.92	7,480.88	
	Ending Balance		339,019.43	-	9,917.87	135,000.47	194,101.09
INDIRECT							
780300	Budget Indirect Costs		14,980.57	0.00	0.00	0.00	
780301	Contract & Grant Overhead		0.00	0.00	0.00	5,866.93	
	Beginning Balance		14,980.57	-	-	5,866.93	9,113.64
780301	Contract & Grant Overhead		0.00	0.00	0.00	208.00	CNG.F90 via

Current Month =
April 2008 activity

Ending Balance =
April 30, 2008

Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report



FLORIDA STATE UNIVERSITY

Page 3 of 3

DEPARTMENTAL LEDGER SUMMARY (CNG)
AS OF 04/30/08
ACCTG PER: 10 FISCAL YR: 2008

PROJECT: 018679	Structural Integrity and Safe
DEPT: 215000	Civil & Environmental Engineer
FUND: 530	Sponsored Programs State

	BUDGET	PRE- ENCUMBRANCE	ENCUMBRANCE	EXPENSES	AVAILABLE BALANCE
Current Month	-	-	-	208.00	(208.00)
780300 Budget Indirect Costs	14,980.57	0.00	0.00	0.00	
780301 Contract & Grant Overhead	0.00	0.00	0.00	6,074.93	
Ending Balance	14,980.57	-	-	6,074.93	8,905.64

REVENUE

601151	Fl. State Gov Contracts	0.00
	Beginning Balance	-
601151	Fl. State Gov Contracts	0.00
	Current Month	-
601151	Fl. State Gov Contracts	0.00
	Ending Balance	-

RECOGNIZED

	-209,000.00
	(209,000.00)
	-22,500.00
	(22,500.00)
	-231,500.00
	(231,500.00)

CASH (Current-Non Current)

112000	Cash in Bank	51,252.34
	Beginning Balance	51,252.34
112000	Cash in Bank	16,672.26
	Current Month	16,672.26
112000	Cash in Bank	67,924.60
	Ending Balance	67,924.60

ACTUALS

	51,252.34
	51,252.34
	16,672.26
	16,672.26
	67,924.60
	67,924.60

LIABILITIES (Current)

	Beginning Balance	-
	Current Month	-
	Ending Balance	-

ACTUALS

	-
	-
	-

Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report

Example 2

Journal ID	Journal ID	Line	Vendor Name	Encumbrance #	Voucher ID	Invoice ID	Line Descr	Amount
===== Journal ID: Journal ID Line Vendor Name Encumbrance # Voucher ID Invoice ID Line Descr Amount =====								
018679 - Structural Integrity and Safe (PRJ018679) :: 215000 - Civil & Environmental Engineer 530 - Sponsored Programs State								
108-04-08	PAY0104459	17000	Payroll Processing					\$ 680.00
108-04-22	PAY0105703	16721	Payroll Processing					\$ 680.00
								Sub Total \$ 1,360.00
108-04-10	EXA0104849	118	Cezary Bojanowski		720111 - Graduate Assistants			
								Sub Total \$ 543.97
								\$ 543.97
								\$ 543.97
								Sub Total \$ 543.97
108-04-10	EXA0104849	168	Cezary Bojanowski		740501 - In-State Travel			
								Sub Total \$ 396.37
								\$ 396.37
								\$ 396.37
								Sub Total \$ 396.37
108-04-03	0000104160	26	Business Services Online				CSI26550	\$ 850.00
108-04-03	0000104160	27	Business Services Online				CSI26549	\$ 850.00
								Sub Total \$ 1,700.00
108-04-02	AP00104147	274	GOVCONNECTION	0000318633	741152 - Computer Periph Equip <1000			
								Sub Total \$ 36.36
								\$ 36.36
								\$ 36.36
108-04-02	AP00104147	275	GOVCONNECTION	0000318633	00390174 43215845			
								Sub Total \$ 98.36
								\$ 98.36
								\$ 98.36
108-04-14	AP00104982	269	GOVCONNECTION	0000318633	00392754 43267094			
								Sub Total \$ 23.34
								\$ 23.34
								\$ 23.34
								Sub Total \$ 158.06
108-04-01	0000103824	679	Allocation Process		741153 - Computer Misc Equip <1000			
								Sub Total \$ 1.36
								\$ 1.36

Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report

Journal Dt	Journal ID	Line	Vendor Name	Encumbrance #	Voucher ID	Invoice ID	Line Descr	Amount	
								Sub Total \$	1.36
008-04-22	MAT0105750	1631	Matriculation Waivers				000073171	\$ 377.57	
								Sub Total \$	377.57
008-04-22	MAT0105750	1633	Matriculation Waivers				000073171	\$ 1,082.41	
								Sub Total \$	1,082.41
008-04-01	FA00104046	828	Grants					\$ 0.07	
008-04-02	FA00104152	88	Grants					\$ 6.74	
008-04-03	FA00104268	68	Grants					\$ 85.00	
008-04-09	FA00104677	666	Grants					\$ 34.00	
008-04-10	FA00104855	44	Grants					\$ 47.02	
008-04-14	FA00104990	81	Grants					\$ 1.17	
008-04-23	FA00105811	710	Grants					\$ 34.00	
								Sub Total \$	208.00
								Sub Total \$	5,827.74
Total Project- 018679 Department- 215000 Fund- 530 Expenses								\$	5,827.74

Sponsored Research Accounting Services

OMNI User Manual

Monthly Financial Report

FSUENR_P_SQR

OMNI
FLORIDA STATE UNIVERSITY
PROJECT OUTSTANDING ENCUMBRANCES REPORT
As of Period: 10-2008

Example 3

Page No. 444
Run Date 05/03/2008
Run Time 03:16:32

Trans Dt	Source & ID	Vendor/Employee	Amount

018679 - Structural Integrity and Safe (PRJ018679)			
: : 215000 - Civil & Environmental Engineer (DPT215000)			
D - Sponsored Programs State			

2008-04-22	HR PayrollJournal ID:PNC0105678	Payroll Encumbrance Journal	612.00
		720111 - Graduate Assistants Total	612.00
2007-04-24	Trvl Auth-Trvl Auth ID:0000057234	Li,Hongyi	299.00
2007-04-24	Trvl Auth-Trvl Auth ID:0000057236	Bojanowski,Cezary	44.00
2007-04-24	Trvl Auth-Trvl Auth ID:0000057243	Musser,Amber	174.00
2008-02-11	Trvl Auth-Trvl Auth ID:0000072120	Wekeser,Jerry	36.00
2008-02-11	Trvl Auth-Trvl Auth ID:0000072123	Leslaw Kwasniewski	36.00
		740501 - In-State Travel Total	589.00
2008-03-24	Trvl Auth-Trvl Auth ID:0000074760	Bojanowski,Cezary	472.00
2008-04-09	Trvl Auth-Trvl Auth ID:0000075815	Wekeser,Jerry	1,463.00
		Trvl Auth-Trvl Auth ID:0000052896	-180.00
		Trvl Auth-Trvl Auth ID:0000052899	-180.00
		740521 - Out-of-State Travel Total	1,575.00
2008-03-13	Purchasing-PO ID:0000318634	DELL MARKETING	999.00
		741153 - Computer Misc Equip <1000 Total	999.00
2008-03-14	Purchasing-PO ID:0000318723	DATE WEIGHING SYSTEMS	3,646.00
		741191 - Lab Equipment <1000 Total	3,646.00
2007-10-11	Purchasing-PO ID:0000310115	KEITH LAWSON	69.95
		741371 - Maint. Heating Supplies Other Total	69.95
2007-07-02	Purchasing-PO ID:COPY223669	DELL MARKETING	2,066.92
		760601 - Computer IT Equip >1000 Total	2,066.92

Total Project- 018679 Department- Fund- 530 Encumbrances			\$ 9,557.87
