### 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 5<sup>th</sup> 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

Menu 🖃				
▷ eProcurement	^	Main Menu >		
Services Procurement Grants		Reporting Tools		
▷ Project Costing		Run, create, and manage queries and nVision reports.		
<ul> <li>▷ Travel and Expenses</li> <li>▷ Billing</li> <li>▷ Accounts Receivable</li> <li>▷ Accounts Payable</li> <li>▷ Asset Management</li> <li>▷ Banking</li> </ul>		FSU Report Search Page	Review report list.	Ouery Extract information using visual representations of your PS database. © <u>Ouery Manager</u> © <u>Ouery Viewer</u> © <u>Schedule Query</u>
<ul> <li>▷ Financial Gateway</li> <li>▷ Commitment Control</li> <li>▷ General Ledger</li> <li>▷ Set Up Financials/Supply</li> </ul>				
Chain				
▷ Worklist ▷ Tree Manager				
<ul> <li>Reporting Tools</li> </ul>				
Depart Search Page	=			
- Report Search Page				

#### 3. The criteria page displays.

Menu 🗖	I			
Supplier Contracts	^			New Window   Help   Customize
▷ Customers				
Customer Contracts		( Burnet Council Burne )		
▶ Items		/ Report Search Page		
▷ Vendors		15		Check to view central office reports
▶ Purchasing		"Fiscal Year 2008		
▷ eProcurement		Period 10		🗹 Check to view nVision reports in new window
Services Procurement		Feriou		
D Grants		Department		
Project Costing N Travel and Expansion			-	
Dilling		Project 018679	Q	
P Billing N Assounts Reseivable			-	See step 4 for entry options
D Accounts Receivable		Fund Code 🔤 🔍		See step i for entry options.
D Accot Management				
D Banking		Search		
▶ Financial Gateway				
▷ Commitment Control				Association ( Electric Marco All) 🚟 👘 Electric 🗐 a la Sala 🕅 a
General Ledger	=			Customize   Find   View All   III First 🗠 1 of 1 🗠 La
▷ Set Up Financials/Supply		Department Project	Fund Code	Report Description Expiration Date
Chain		1		
▷ Worklist				
D Tree Manager				



#### 4. Enter the fields as follows:

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

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

/ Report Search	nPage \				
*Fiscal Yea Perioc	r 2008 i 10 Q		■ Check to view central of ✓ Check to view nVision re	fice reports eports in new window	
Departmen	t	2			
Projec	t 018679	Q			
Fund Code	e 🔍				
	Search			This report provides e account code (Example	e 1)
			Cu	istomize   Find   View All	Eirst 🔍 1, 12 of 12 🕨 Last
Departme	nt <u>Project</u>	Fund Code	Report Description		Evniration Date
1 215000	018679	530	JCNG-215000-530-018679-E	DLS	12/31/2999 🛛 🌒
2 219004	018679	<b>5</b> 70	JCNG-219004-570-018679-E	DLS	12/31/2999 🌒
3 D	o not select		FSU CASH REPORT BY DEP	Ϋ́Τ	12/31/2999 🌒
<sup>4</sup> These	reports provide	detail	FSU CASH REPORT BY PRO	J	12/31/2999 🔊
<sup>5</sup> expend	ditures and		FSU CURRENT LIABILITY BY	Í DEPT.	12/31/2999 🌒
6 encum	brance balances	by PO,	FSU CURRENT LIABILITY BY	( PROJ	12/31/2999 🌒
7 etc as	of month end. A	he	ESU ENCLIMERANCES BY F	IFPT	12/31/2999
8 report	is for the entir	e	FSU ENCUMBRANCES BY P	ROJ	12/31/2999
g univers	sity. <b>(Example 2</b>	and 3)	ESU EXPENSE JOURNAL BY	( DEPT	17731/2999
10			FSU EXPENSE JOURNAL BY	/ PROJ	12/31/2999

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 Crtl 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: <u>Direct  $1^{st}$  Section</u> - includes the total direct project expenses as of the end of the month prior to the current reporting period.

<u>Direct 2<sup>nd</sup> Section</u> - includes direct project expense and encumbrance activity for the current reporting period.

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

<u>Indirect 1<sup>st</sup> Section</u> – includes indirect expenses as of the end of the month prior to the current reporting period.

Indirect 2<sup>nd</sup> Section - includes indirect expense activity for the current reporting period.

<u>Indirect 3<sup>rd</sup> Section</u> – 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.

	Structurtal Integrity and Safe	FLO DEPARTME ACCT	RIDA STATE UNIVER NTAL LEDGER SUMM AS OF 04/30/08 'G PER: 10 FISCAL YI		Page 1 of 3 Example 1	
DEPT: 215000	Civil & Environmental Engineer		PRE-			AVAILABLE
FUND: 530	Sponsored Programs State	BUDGET	ENCUMBRANCE	ENCUMBRANCE	EXPENSES	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	Poet Doctoral Accociatos	0.00	0.00	1,572.00	8,000,00	
720112	Temporany Employment	0.00	0.00	0.00	12 272 00	
720121	OPS Medicare	0.00	0.00	0.00	10,212.00	
720142	CP3 Medicale	0.00	0.00	0.00	200.20	
740222	Engineering Services (Not PCO)	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	Decimping Delense -
741191	Lab Equipment <1000	0.00	0.00	3,646,00	3,775,78	Beginning Balance -
741251	Educational Supplies	0.00	0.00	0.00	139.70	March 31 2008
741371	Maint Heating Supplies Other	0.00	0.00	69.95	0.00	March 91, 2000
741401	Empl/Vol Reimburse Non-Travel	0.00	0.00	0.00	36.98	/
741401	Other Sunnlies	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	/
741020	Oth Current Chrose Obligations	0.00	0.00	0.00	600.00	/
741801	Grad Student Matriculations	0.00	0.00	0.00	2 114 04	/
742101	Out of St CredStdet Matrix For	0.00	0.00	0.00	3,114.94	/
742102	Out of St Gradstont Matric Fee	0.00	0.00	0.00	6,929.90	4
/60601	Computer IT Equip >1000	0.00	0.00	2,066.92	7,480.88	100.005.77
700444	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	
						CNG_530 v/e

STATE		FLO	RIDA STATE UNIVER	SITY		Page 2 of 3
8-1-8		DEDADTIES	TAL LEDGED CURR	ABY / CHC )		
	/	DEPARTMEN	NTAL LEDGER SUMN	IARY ( CNG )		
1851 . 8		ACCT	C DED: 10 EISCAL VI	2. 2008		
O.IECT-018679	Structurtal Integrity and Safe	ACCI	G PER. IU FISCAL II	. 2000		
DEPT: 215000	Civil & Environmental Engineer		PRE-			AVAILABLE
FUND: 530	Sponsored Programs State	BUDGET	ENCUMBRANCE	ENCUMBRANCE	EXPENSES	BALANCE
742102	Out of St GradStdnt Matric Fee	0.00	0.00	0.00	1,082.41	
	Current Month			(55.06)	5,619.74	(5,564.68)
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	<u>`</u>
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	Current Month =
720112	Post Doctoral Associates	0.00	0.00	0.00	8,000,00	April 2008 activity
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 ECO)	0.00	0.00	0.00	694.00	
740222	Oth Independ Centractor Succ	0.00	0.00	0.00	7 662 50	
740231	Computing Sequence	0.00	0.00	0.00	500.00	
740251	Computing Services	0.00	0.00	0.00	105.00	
740301	Printing /Reproduction	0.00	0.00	5.00 E80.00	1 619 42	
740501	In-State I ravel	0.00	0.00	1 025 00	7,010.42	
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	Ending Balance =
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	April 30, 2008
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 Chros&Obligations	0.00	0.00	0.00	690.00	
742101	Grad Student Matriculations	0.00	0.00	0.00	3,492,51	/
742107	Out of St GradStdnt Matric Fee	0.00	0.00	0.00	10.012.31	
760601	Computer IT Equin >1000	0.00	0.00	2 066 92	7,480,88	₩
100001	Ending Balance	339.019.43	-	9,917.87	135,000.47	194,101.09
INDIREC	т					
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	
100301	Beginning Balance	14.980.57	3.00	0.00	5.866.93	9,113,64
780301	Contract & Grant Overhead	0.00	0.00	0.00	208.00	CNC E20 via

PROJECT: 018679	Structurtal integrity and Safe	FLO DEPARTME ACCT	ORIDA STATE UNIVER NTAL LEDGER SUMM AS OF 04/30/08 IG PER: 10 FISCAL YF	SITY IARY ( CNG ) R: 2008		Page 3 of 3
DEPT: 215000	Civil & Environmental Engineer		PRE-			AVAILABLE
FUND: 530	Sponsored Programs State	BUDGET	ENCUMBRANCE	ENCUMBRANCE	EXPENSES	BALANCE
	Current Month				208.00	(208.00)
780300	Budget Indirect Costs	14,980.57	0.00	0.00	0.00	1200.001
780301	Contract & Grant Overhead	0.00	0.00	0.00	6.074.93	
	Ending Balance	14,980.57	•	•	6,074.93	8,905.64
DEVENI	IE				PECOCHIZED	
REVENU	El State Cau Contracta	0.00			RECOGNIZED	
001151	Pi, State Gov Contracts	0.00			-209,000.00	(220,000,00)
601454	El State Carl Contracto	•			(209,000.00)	(209,000.00)
001151	Current Month	0.00			-22,500.00	(22 500 20)
201151	El State Cau Contranta	-			(22,500.00)	(22,500.00)]
001151	Fil State Gov Contracts	0.00			-231,500.00	1001 000 001
	Ending Balance				(231,500.00)	(231,500.00)]
CASH (C	Current-Non Current)				ACTUALS	
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	
LIABILIT	TES (Current)					
choren	Designing Palance				ACTUALS	
	Beginning Balance					
	Current Month				-	
	Ending Balance					
						CNIC 520 ula

		0.01T	Exampl	e 2		
FSUEXP_P.SQR	FLORID PROJECT EX As of	URAL ASTATE UNIVERSITY PENSE JOURNAL REPORT Period: 10-2006	Pag Run Run	Page No. 780 Run Este 2008-05-02 Run Time 22,41,34		
urnal D: Journal ID Line Vendor Name	Encumbrance #	Voucher ID Invoice ID Line Descr		Amoun	t	
018679 - Structurtal Integrity and Safe (PRJ018679) : 215000 - Civil & Environmental Engineer 530 - Sponsored Programs State						
108-04-08 PAY0104459 17000Payroll Processing 108-04-22 PAY0105703 16721Payroll Processing				\$ \$	680.00 680.00	
		720111 - Graduate Assistants	Sub Total \$	1,36	0.00	
108-04-10 EXA0104849 118 Cezary Bojanowski		S-0000104039 Journal EXA0104849 Line Total	543.97	s	543.97	
		740501 - In-State Travel	Sub Total \$	54	3,97	
108-04-10 EXA0104849 168						
Cezary Bojanowski		S-0000104039 Journal EXA0104849 Line Total	396.37	s	396.37	
		740521 - Out-of-State Travel	Sub Total \$	39	6.37	
108-04-03 0000104160 26 Business Services Online 108-04-03 0000104160 27 Business Services Online		CSI26550 CSI26549		9 5	850.00 850.00	
		741152 - Computer Periph Equip <1000	Sub Total \$	1,70	0.00	
108-04-02 AP00104147 274 GOVCONNECTION	0000318633	00390174 43215845 Journal AP00104147 Line Total	36.36	5	36.36	
108-04-02 AP00104147 275 GOVCONNECTION	0000318633	00390174 43215845	98.36			
		Journal AP00104147 Line Total		S	98.36	
108-04-14 AP00104982 269 GOVCONNECTION	0000318633	00392754 43267094 Journal AP00104982 Line Total	23.34	5	23.34	
		741153 - Computer Misc Equip <1000	Sub Total \$	15	8.06	
108-04-01 0000103824 679 Allocation Process				5	1.36	

		OMNI				
FSUEXP_P.SQR	FLCRIDA	STATE UNIVERSITY		Page No. 781		
	PROJECT EXP	ENSE JOURNAL REPORT		Rum	Date 20	08-05-02
	As of P	eriod: 10-2008		Rum	Time 22	.41.34
			***************	*****************		****
irnal Dt Journal ID Line Vendor Name	Encumbrance #	Voucher ID Invoice ID	Line Descr		Amount	
		741620 - Workers Compensation	Benefits	Sub Total \$	1	.36
8-04-22 MAT0105750 1631 Matriculation Waivers			000073171		s	377.57
		742101 - Grad Student Matricu	lations	Sub Total \$	377	.57
8-04-22 MATD105750 1633 Matriculation Waivers			000073171		s	1,082.41
		742102 - Out of St GradStdnt	Matric Fee	Sub Total \$	1,082	.41
8-04-01 PA00104046 828 Grants					\$	0.07
8-04-02 FA00104152 68 Grants					s	6.74
08-04-03 FA00104268 68 Grants					\$	85.00
08-04-09 FA00104677 666 Grants					\$	34.00
08-04-10 FA00104855 44 Grants					\$	47.02
08-04-14 PA00104990 61 Grants					s	1.17
08-04-23 PA00105811 710 Grants					ş	34.00
		780301 - Contract & Grant Ove	rhead	Sub Total \$	208	.00

Total Project- 018679 Department- 215000 Fund- 530 Expenses \$ 5,827.74

		CMAIT		Example 3		
: FSUENC_P.	SQR	PLORIDA STATE UNI PROJECT OUTSTANDING ENCU As of Period: 1	VERSITY MBRANCES REPORT 0-2008	Page No. 444 Run Date 05/03/2008 Run Time 03:16:32		
Fran Dt	Source & ID	Vendor/Employee	******	Amount		
018679 - St :: 215000 - D - Sponsore	ructurtal Integrity and Safe (PRJ018579 - Civil & Environmental Engineer (DPT215 ad Programs State	0001				
2008-04-22	HR PayrollJournal ID: PNC0105678	Fayroll 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	Wekezer, Jerzy		36.00		
2008-02-11	TTVI AUCH-TTVI AUCH 10:0000072123	Leslaw Kwashlewski		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	Wekezer, Jerzy		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		
2008-23-13	Purchasing-PO ID:0000318634	DELL MARKETING		999.00		
			741153 - Computer Misc Equip <1000 Total	00.999		
2006-03-14	Purchasing-PC 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 Tota	1 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 De	oartment- Pund- 530 Recumbrances	± 9,557.87		