

# Sponsored Research Accounting Services

## OMNI User Manual

### Project Expenditure Detail

#### Purposes/Uses/Other Information:

- Queries are used to extract data from OMNI.
- Query Name = FSU\_SP\_CA\_PROJECT\_EXP\_DTL provides a list of transactions for a single project from the projects ledger.
- The data in the Projects ledger is as of the previous day. The Projects ledger is updated nightly.

#### Steps to Run a Query and Review the Results

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

The Menu page will display.

2. Access the OMNI query tool

Navigation: Reporting Tools > Query > Query Viewer



3. The search by page displays. Enter the fields as follows:

The screenshot shows the 'Query Viewer' search results page. It includes a search form with 'Search By' set to 'Query Name' and the search criteria 'FSU\_SP\_CA\_PROJECT\_EXP\_DTL'. A 'Search' button is highlighted with a red arrow. Below the search form is a table of search results. The table has columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Schedule', and 'Add to Favorites'. Two rows are visible, with the second row highlighted. A red arrow points to the 'Run to Excel' link in the second row. A hint box on the right says 'Hint: Click Add to Favorites link to add this query to your Favorite Queries list.'.

**1** Enter Query Name = FSU\_SP\_CA\_PROJECT\_EXP\_DTL

**2** Click Search

**3** Click the Run to Excel hyperlink

Hint: Click [Add to Favorites](#) link to add this query to your Favorite Queries list.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
FSU_SP_CA_PROJECT_EXP_DTL_NEW	Exp by Pri-ACT,GLE,PAY,SFA,CLE	Private	SRAS	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
FSU_SP_CA_PROJECT_EXP_DTL	Exp by Pri-ACT,GLE,PAY,SFA,CLE	Public	SRAS	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

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4. A query criteria page displays. Enter the criteria as follows:

FSU\_SP\_CA\_PROJECT\_EXP\_DTL - Exp by Prj,ACT,GLE,PAY,SFA,CLE

Enter Project: 018679 **1 Enter Project number**

Enter Begin Accounting Date: 01/01/1901 **2 Enter "Beinnina of Time" date. (01/01/1901) or desired date.**

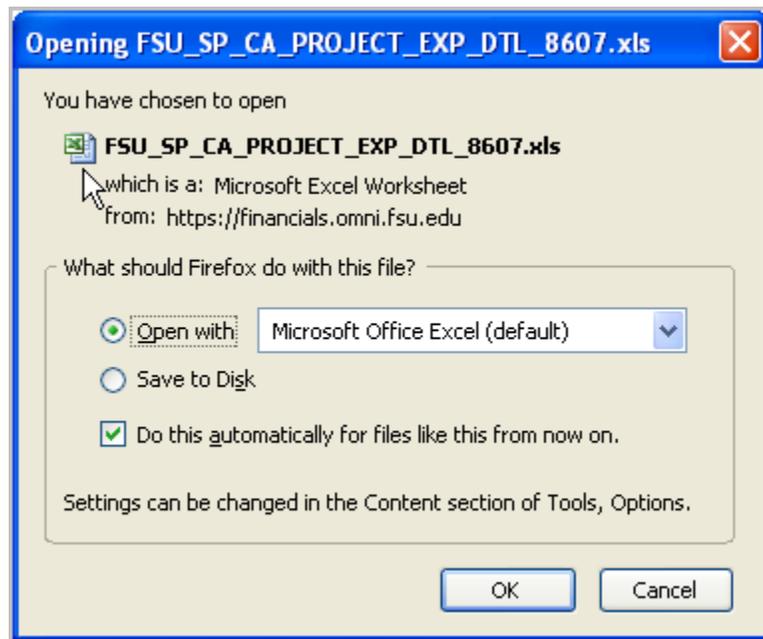
Enter End Accounting Date: t **3 Enter t (Today's Date) or desired date**

**4 Click View Results**

Fund	Dept	Project	ID	Account	Count Descr	BU Amount	Res Trans Descr	Trans Date	Acctg Date	Date/Time	User	Analysis Type	Voucher ID	Vendor Name
------	------	---------	----	---------	-------------	-----------	-----------------	------------	------------	-----------	------	---------------	------------	-------------

Note: These are data items that will be returned by the query results

5. A dialog will appear asking whether you want to open or save the file. Select Open with (Microsoft Office Excel should default) and the **OK** button to immediately review the results in an excel spreadsheet. You may also select Save to Disk if desired.



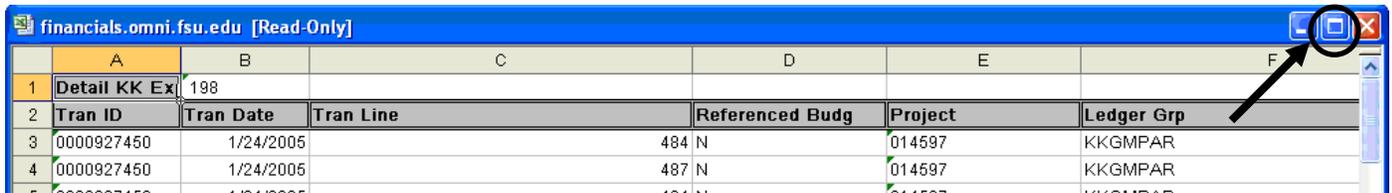
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6. To format the results:

a. Click  button to maximize the window.

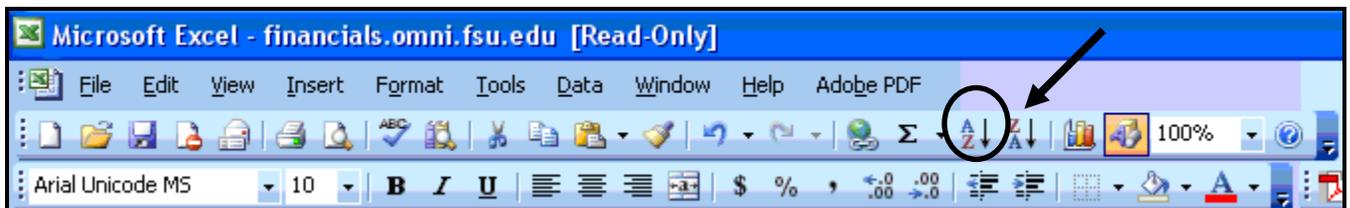


b. Sort by the Account column

i. Click in the cell below the Account label

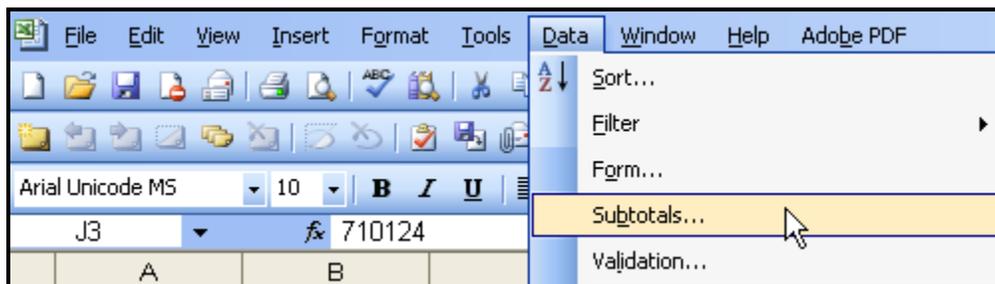
Ledger	Year	Period	Account	Account Descr
KKGMPAREXP	2005	7	720121	Temporary Employment
KKGMPAREXP	2005	7	720128	Student Employment
KKGMPAREXP	2005	7	720141	OPS Social Security Ma

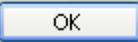
ii. Click  button to sort column data in ascending order



c. Subtotal Results

i. Click Data, then select Subtotals. The cursor must be in the cell below the Account label



ii. Set Subtotal criteria below, then click  button

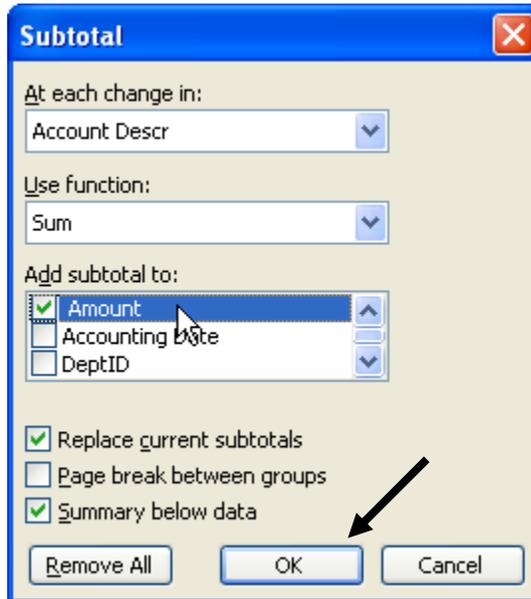
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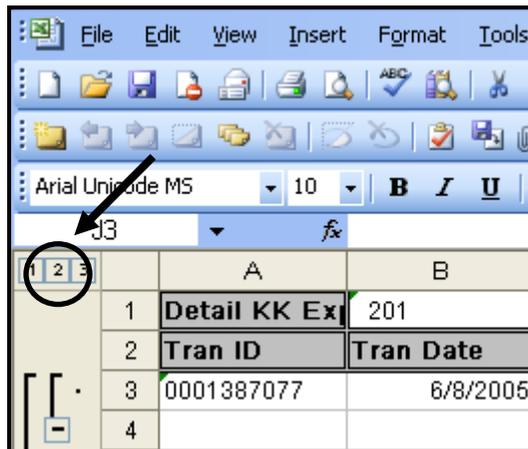
### Project Expenditure Detail

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- At each change in = Account Descr
- Use function = Sum
- Add subtotal to = Amount



- iii. Click  button to display subtotal results by Account Description subtotal



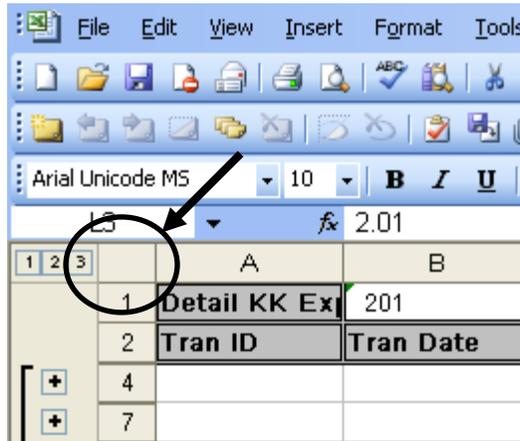
- d. Reduce cells to data size

- i. Click  to select all cells

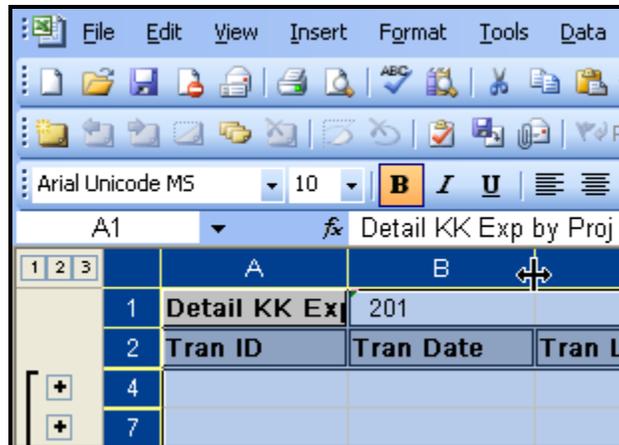
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- ii. Drag mouse cursor (  ) over line that separates columns until  appears, then double-click



- e. Format the Amount column

- i. Highlight the column by dragging the cursor (  ) over the Amount column, then click once

K	L	M
descr	Amount	Accounting
aries Total	2.010	
Wages - Other Total	0.000	
enefit Retire Match Total	0.150	
Employer Contrib Total	0.750	

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ii. Click the  on the Format toolbar

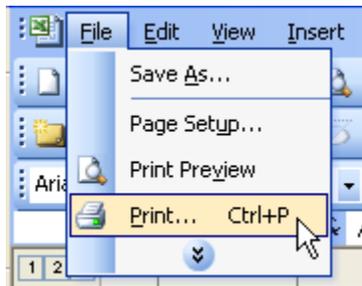


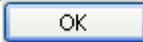
f. Format page for printing

i. Highlight the columns and rows that are to be printed.

Account	Account Descr	Amount	Accou
	USPS Salaries Total	2.01	
	Salaries & Wages - Other Total	-	
	Defined Benefit Retire Match Total	0.15	
	Health Ins Employer Contrib Total	0.75	
	Temporary Employment Total	45,313.00	
	OPS Overtime Total	641.52	
	Student Employment Total	4,429.70	
	OPS Social Security Match Total	3,015.84	
	OPS Medicare Total	705.31	
	Other Supplies Total	31,899.00	
	Workers Compensation Benefits Total	151.17	
	Oth Current Chrgs&Obligations Total	131,842.50	
	Computer IT Software >1000 Total	5,250.00	
	Contract & Grant Overhead Total	56,680.28	
	Grand Total	279,931.23	

ii. Click File and then click Print



iii. Select "Selection" option, then click  button

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