

## Controller Queries – Revised November 2009

**Queries that have been added or revised since the last version of this listing are highlighted in yellow.**

The following queries are all available to any FSU employee with OMNI access. Navigate to the Query Viewer section of OMNI and search for the query name that is applicable to the information you need. (Click [here](#) for more information on how to use OMNI Query Viewer.)

**NOTE:** Please remember that it is necessary to enter the wildcard ‘%’ for any prompts that you want do not fill in.

GENERAL ACCOUNTING SERVICES		
QUERY NAME	DESCRIPTION	PROMPTS
FSU_DPT_AUTHORIZED_SIGNERS	Departments for which an employee is an authorized signer OR Employees who are authorized signers for a department.	Dept ID % Last Name %
FSU_DPT_CASH_BALANCE	Departmental cash balance	Dept ID % Fund Code % Business Unit
FSU_DPT_CODES_ACCOUNT	G/L Account descriptions	Account # %
FSU_DPT_CODES_CATEGORY_BY_ACCT	Purchasing Categories and G/L Accounts (74xxxx and 76xxxx expense accounts)	Purch Exp Account # %
FSU_DPT_CODES_DEPTID	Department information (description, manager, etc.)	Dept ID %
FSU_DPT_CODES_FUND	Fund information (description, effective date, etc.)	None
FSU_DPT_CODES_GL_SOURCE	Journal Source information	None
FSU_DPT_CTR_INST_ANNUAL_EXP	Annual (for fiscal year, periods 1-12) actual operating expenditure data for Centers & Institutes	Dept ID % Fund Code % Project ID % Fiscal Year
FSU_DPT_DDDH_BUD_MGR	Departments for which an employee is the dean, director, department head, or budget manager OR Employees who are the dean, director, department head or budget manager for a department.	Dept ID % Bud Mgr Last Name % Bud Mgr First Name % DDDH Last Name % DDDH First Name %
FSU_DPT_GL_JOURNALS	Journal information (Journal ID, Journal Date, Dept, Fund, Project, Account, Amount, Source, Description, Entered By, etc.)	Journal ID % Journal Date Source % Dept ID % Fund Code %

		Account % Project ID % Business Unit
FSU_DPT_LEDGER_SUM_W_CF	Net ledger activity for a range of accounting periods within a fiscal year	Fiscal Year Acct Period Dept ID % Fund Code % Project ID % Account % Business Unit
FSU_DPT_TRIAL_BALANCE	Departmental trial balance	Dept ID % Fund Code % Fiscal Year Acct Period Business Unit
FSU_DPT_VERIFY_SECURITY_ROLES	Non-default OMNI Financials security roles by Employee User ID	Role Name % HR Home DeptID %
<b>PAYABLES &amp; DISBURSEMENTS</b>		
<b>QUERY NAME</b>	<b>DESCRIPTION</b>	<b>PROMPTS</b>
FSU_DPT_GL_JRNL_WITH_VCHR	Journal and other information (Vendor, Invoice, etc.) for vouchers	Fund Code % Dept ID % Project ID % Journal Date Account % Journal ID % Business Unit
FSU_DPT_PCARD_GL_DETAILS	Detail of P-Card transactions hitting the G/L for a range of Journal Dates	Jrnl Date Dept ID % Fund Code %
FSU_DPT_PCARD_TRANS_INFO	P-Card Transaction information by Employee ID, Transaction Dates, and Dept ID	Emp ID % Trans Date Dept ID %
FSU_DPT_PO	Purchase Order information (PO #, PO Date, Req ID, Amount, PO Status, Vendor, etc.)	Dept ID % PO Date Project ID % Fund Code % Business Unit
FSU_DPT_PO_CHANGE_ORDER	PO Change Order information	Dept ID % PO Date Business Unit
FSU_DPT_PO_WITH_RECVRS_VCHRS	Purchase Order information, including Receipt, Voucher, and Payment information	PO ID % Dept ID % Project ID % Fund Code % Account % PO Date Business Unit
FSU_DPT_REQUISITIONS	Requisition information	Dept ID %

		Project ID % Fund Code % Enter Date Business Unit
FSU_DPT_VCHR_BY_OPERID_DEPTID	Voucher information by department and/or Operator ID	Dept ID % Enter Date Entered By % Business Unit
FSU_DPT_VCHR_WITH_PYMT_JRNL	Voucher information, including payment and journal data	Dept ID % Fund ID % Project ID % Account % Acct Date Voucher ID % Vendor ID % Business Unit
<b>PROPERTY SERVICES</b>		
<b>QUERY NAME</b>	<b>DESCRIPTION</b>	<b>PROMPTS</b>
FSU_DPT_AM_ASSET_ACQ_CUSTODIAN	Detailed acquisition and custodial (offsite to) information for assets	Dept ID % Fund ID % Project ID % Tag # % PO ID % Voucher ID % Business Unit
FSU_DPT_AM_ASSETS_INV	Assets inventoried in current fiscal year by Department	Business Unit Last date of prior FY Dept ID
FSU_DPT_AM_BEG_INV_BAL	Beginning inventory by Department for current fiscal year	Business Unit Last date of prior FY Dept ID
FSU_DPT_AM_COST_ADJ_ASSETS	Cost adjustments in current fiscal year by Department and Accounting Date	Business Unit Dept ID Acct Date
FSU_DPT_AM_CURR_ASSETS	In-service assets by Department	Business Unit Dept ID
FSU_DPT_AM_LAST_INV_DT	The last inventory date of un-inventoried assets	Business Unit Begin Dept End Dept Last date of prior FY
FSU_DPT_AM_NOT_INV	Assets not yet inventoried in the current fiscal year by Department	Business Unit Last date of prior FY Dept ID
FSU_DPT_AM_OFFSITE_ASSETS	Assets located off campus (ER244 on file) by Department	Business Unit Dept ID
FSU_DPT_AM_TRANS_RET_ASSETS	Assets transferred or retired by Department and Transaction Date	Business Unit Dept ID Trans Date

FSU_DPT_AM_SUSP_ASSETS	Suspended assets (AR212 on file) by Department and Transaction Date	Business Unit Dept ID Trans Date
FSU_DPT_AM_NBV_ASSETS	Information regarding depreciation and net book value for in-service assets	Fiscal Year Accounting Pd Dept ID % Fund Code % Business Unit
FSU_DPT_AM_NBV_RETIRE	Information regarding depreciation and net book value for assets retired from the department/fund(s) selected	Dept ID % Acct Date Fund Code % Business Unit
FSU_DPT_AM_NBV_TFR_IN	Information regarding depreciation and net book value for assets transferred in to the department/fund(s) selected	Dept ID % Acct Date Fiscal Year Accounting Pd Fund Code % Business Unit
FSU_DPT_AM_NBV_TFR_OUT	Information regarding depreciation and net book value for assets transferred out to the department/fund(s) selected	Dept ID % Acct Date Fund Code % Business Unit
<b>STUDENT FINANCIAL SERVICES</b>		
<b>QUERY NAME</b>	<b>DESCRIPTION</b>	<b>PROMPTS</b>
FSU_DPT_CASHIER_ALL_ACCOUNTS	Cashier Entries by Accounting Period	Dept ID % Fund Code % Fiscal Year Acct Period Business Unit
FSU_DPT_CASHIER_CASH_ENTRIES	Cash entries from Cashiering	Dept ID % Fund Code % Entry Date Business Unit
FSU_DPT_CASHIER_REV_EXP_ENTRIE	Non-cash entries from Cashiering	Dept ID % Fund Code % Project % Entry Date Journal ID % Business Unit
<b>TRAVEL</b>		
<b>QUERY NAME</b>	<b>DESCRIPTION</b>	<b>PROMPTS</b>
FSU_DPT_GL_JRNL_WITH_EXP_SHEET	Travel or Expense Sheet journal information	Dept ID % Fund Code % Project ID % Journal Date Journal ID % Business Unit
FSU_DPT_TE_EXP_BUSPURP_TYPE	Expense Report by Business	Dept ID %

	Purpose and Type	Fund Code % Account % JRNL Date
FSU_DPT_TE_DEPTID_APPROVERS	All departmental travel approvers by Dept ID	Dept ID % Business Unit
FSU_DPT_TE1_TAUTHS	Travel Authorization information	Business Unit Dept ID % Acct Date Project ID % Business Unit Travel Rep OPRID % Traveler Name %
FSU_DPT_TE2_ADVANCES	Travel Cash Advance information	Dept ID % Acct Date Project ID % Business Unit Travel Rep OPRID % Traveler Name %
FSU_DPT_TE3_EXP_FRGN	Travel Expense Report by Department ID	Dept ID % Acct Date Project ID % Account % Business Unit
FSU_DPT_TE3_EXPENSES	Travel Expense Report information	Dept ID % Acct Date Project ID % Business Unit Travel Rep OPRID % Traveler Name %
FSU_DPT_TE4_BY_JRNL_DATE	Travel Expense Report journal information	Dept ID % Fund ID % Project ID % Journal Date Journal ID % Account % Business Unit
FSU_DPT_TE_MY_WALLET_CHGS	Outstanding My Wallet charges (i.e. TCard charges not yet on an expense report)	HR Home Dept ID %

Further assistance, information, and instruction on using Query Viewer and other aspects of OMNI is available on the [OMNI Training site](#).