

Identifying "Invalid Combinations"

Purpose

An "invalid combination" results from a transaction posted to an incompatible department-fund combination, such as an E&G department used on an Auxiliary fund. Budget Managers are responsible for identifying and correcting these types of errors. This job aid details one method that may be used to identify invalid combinations.

Note: Though not covered in this job aid, if an invalid combination is identified, the department's Budget Manager should initiate a correction. The correction may depend on the cause of the invalid combination, such as a miscoded transaction, a keying error, etc. For assistance with initiating corrections, please contact the Budget Office or the Controller's Office.

Overview

1. Log into OMNI Financials and navigate to the Report Search Page.
2. Enter search criteria and click the "Search" button.
3. Review the results for possible invalid combinations.

Navigation

OMNI Portal > OMNI Financials > Reporting Tools > Report Search Page

Step 1

Begin by logging into OMNI Financials from the OMNI Portal. Navigate to the Report Search Page screen as described above.

OMNI FINANCIALS
ONLINE MANAGEMENT OF NETWORKED INFORMATION
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Menu

- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Customers
- Customer Contracts
- Vendors
- Purchasing
- eProcurement
- Grants
- Project Costing
- Maintenance Management
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Financial Gateway
- Commitment Control
- FSU Operating Budgets
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
 - Query
 - Report Search Page**
 - Report Manager
- PeopleTools
- OMNI Portal Home

Report Search Page

*Fiscal Year: 2009 Check to view central office reports
Period: Check to view nVision reports in new w
Department:
Project:
Fund Code:

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Department	Project	Fund Code	Report Description
			1

Step 2

Enter search criteria. For the purpose of finding possible invalid combinations, enter only the Period and a Department. Click the "Search" button.

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Report Search Page

*Fiscal Year: 2009 Check to view central office reports
Period: 8 Check to view nVision reports in new window
Department: 233001
Project:
Fund Code:
Search

Department	Project	Fund Code	Report Description
1			

Step 3

Review the results for possible invalid combinations. A department with results from two Budget Entities may indicate that an error has been made. In this particular example, the department has been used with Fund 320 – Auxiliary Enterprises and Fund 620 – Vending. The Budget Manager should investigate possible errors and initiate corrections if necessary.

Report Search Page

*Fiscal Year: 2009 Check to view central office reports
Period: 8 Check to view nVision reports in new window
Department: 233001
Project:
Fund Code:
Search

Department	Project	Fund Code	Report Description
1	233001	320	233001-320-DLS
2	233001	620	JENG-233001-620-DLS