HOW TO REVIEW SPONSORED PROJECT COMMITMENTS BY PERSON, DEPARTMENT, TERM, AND/OR PROJECT NUMBER

1. Navigate to OMNI HR: http://my.fsu.edu. Select HR icon on screen:

   HR

2. In OMNI HR, navigate to the following menu item: Reporting Tools > Query > Query Viewer:

   Main Menu ▾   >   Reporting Tools ▾   >   Query ▾   >   Query Viewer

   If you have FACET Department Representative access roles in OMNI, you should have access to Query Viewer by default. You may be prompted to follow two-factor authentication steps to see the interface. More information about this ERP security feature can be found here: http://its.fsu.edu/IT-Security/Multi-Factor-Authentication.

3. Search for **FSU_ER_SRS_CURRENT_COMMITMENTS** query:

   Query Viewer

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   *Search By   [Query Name   ▾]   begins with   [FSU_ER_SRS_CURRENT_COMMITMENTS]

   [Search]   Advanced Search

   Search Results

   *Folder View   [-- All Folders --   ▾]

Query									
				Personalize	Find	View All	⬚	⊞	First ◀ 1 of 1 ▶ Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FSU_ER_SRS_CURRENT_COMMITMENTS	Current Commitments w Prompts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

4. Enter information into search prompts and select VIEW RESULTS button to see report. Prompts can be used to search commitments by employee, department, project, and term. Use the wildcard **%** symbol in the prompts to "search all" in that category. The below example returns all commitments for all individuals on all sponsored projects for the 2016-2017 academic year:

FSU_ER_SRS_CURRENT_COMMITMENTS - Current Commitments w Prompts

Employee Job DeptID (%) [%]

Employee ID (%) [%]

Project ID (%) [%]

ER Year (%) [2016]

ER Period (%) [%]

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (190 kb)

View All   First 1-100 of 380 ⊙ Last

	Rpt ID	Project	Employee	Name	Rcd #	Job Descr	Year	Period	Short Desc	Spnsr Pd (DIR)/Cost Shr (MCS)	Current Commitment	EE Home DeptID	Description	Posted	Source
1	EXEMPT	035687	000000159	Timothy	0	Professor 9 Mo SAL	2016	1	FALL2015	DIR	7.0000	075000	Chemistry & Biochemistry	P	COMM
2	EXEMPT	035687	000000159	Timothy	0	Professor 9 Mo SAL	2016	2	SPRG2016	DIR	10.0000	075000	Chemistry & Biochemistry	P	COMM
3	EXEMPT	033033	000000639	Amy	3	Professor 12 Mo SAL	2016	1	FALL2015	DIR	16.7400	205001	Autism Institute	P	COMM
4	EXEMPT	033033	000000639	Amy	3	Professor 12 Mo SAL	2016	2	SPRG2016	DIR	0.9300	205001	Autism Institute	P	COMM
5	EXEMPT	034282	000000782	Michael	0	Faculty Admin 12 Mo	2016	1	FALL2015	MCS	30.0000	208000	Behavioral Sci and Social	P	COMM

5. Please contact facet@fsu.edu with further questions or requests for assistance with this process.