



## Identifying “Invalid Combinations” Job Aid

*Questions on this Job Aid should be directed to Katie Perkins, Mary Alice Mills or Corbin deNagy*

### 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 one of the names listed above or the Controller’s Office.

### Navigation

myFSU Portal > OMNI Financials > Main Menu > Reporting Tools > Report Search Page

### Step 1

Navigate to the Report Search Page screen as described above.

myFSU  
OMNI Financials

Favorites > Main Menu > Reporting Tools > Report Search Page

Report Search Page

\*Fiscal Year   Check to view central office reports  
Period   Check to view nVision reports in new window  
Department    
Project    
Fund Code

Department	Project	Fund Code	Report Description	Expiration Date	
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.

The screenshot shows the myFSU OMNI Financials Report Search Page. The search criteria are: \*Fiscal Year: 2016, Period: 1, Department: 194008, Project: (empty), Fund Code: (empty). The search button is highlighted with a red arrow. The results table shows one entry:

Department	Project	Fund Code	Report Description	Expiration Date
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 110 - E&G General Revenue and Fund 620 - Vending. The Budget Manager should investigate possible errors and initiate corrections if necessary.

The screenshot shows the myFSU OMNI Financials Report Search Page. The search criteria are: \*Fiscal Year: 2016, Period: 1, Department: 194008, Project: (empty), Fund Code: (empty). The search button is highlighted with a red arrow. The results table shows two entries:

Department	Project	Fund Code	Report Description	Expiration Date
1	194008	110	ENG-194008-110-DLS	12/31/2999
2	194008	620	ENG-194008-620-DLS	12/31/2999