

Identifying “Invalid Combinations”

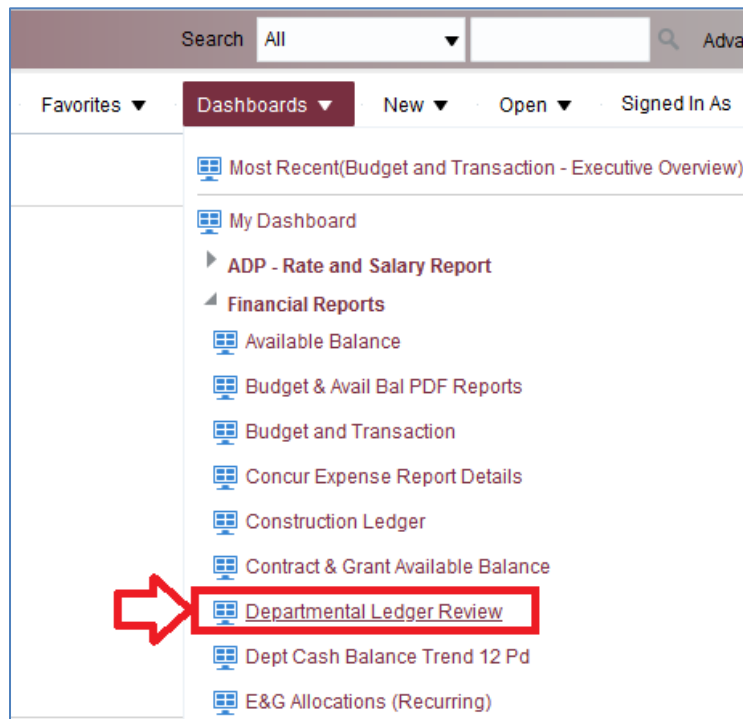
Purpose

An “invalid combination” results from a transaction posted to an incompatible department-fund combination, such as an E&G department used with 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, the department’s Budget Manager should initiate a correction if an invalid combination is identified. The correction may depend on the cause of the invalid combination, such as a miscoded transaction, a keying error, etc. For assistance initiating corrections, please contact the respective department in the Controller’s Office.

Departmental Ledger Review (BI Report)

Navigate to BI via the myFSU portal. Select the “Departmental Ledger Review” report (Dashboards > Financial Reports).



Select your department(s) using the prompts. Alternatively, you may use the Budget Manager prompt to view only those departments for which you are designated as Budget Manager. While the prompts default to the current fiscal year and the most recent ending period, you can adjust these.

Click the “Apply” button to see the results.

Review the results of the report for possible invalid combinations. A department with results from two Budget Entities may indicate that an error has been made. In this example (screenshots above and below), E&G funds have been used with a non-E&G department. The Budget Manager should research the transactions and initiate corrections if necessary.

The Departmental Ledger Review report allows users to drill through to transaction details to aid in researching issues. Left-click amounts to open a new tab with transaction details.

Dept ID	Dept Desc	Fund ID	Fund Desc	Proj ID	Proj Desc	Proj Status	Acct Type Desc	FY 23 PD 11	GL Net Amount
188015	Ringling Museum Gate & Store	110	E&G General Revenue	-	NA	Not Available	Other Asset	38,000.00	38,000.00
							Other Expense	-38,000.00	-38,000.00
		320	Auxiliary Enterprises	-	NA	Not Available	Cash	52,983.19	9,205,284.24

Please visit the [Controller's Office's training website](#) for more information about the Departmental Ledger Review report and General Ledger Review training. Additionally, some useful [Frequently Asked Questions are listed on Accounting & Reporting's website](#).