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:

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

   ![Menu](image)

   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](image)

   Search Results

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Definitional References</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSU_ER_SRS_CURRENT_COMMITMENTS</td>
<td>Current Commitments w Prompts</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
<td></td>
</tr>
</tbody>
</table>
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 (%) 2015
ER Period (%) %

View Results

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

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