

OMNI BI Reporting Training

Viewing Year End Reports

Overview:

Understanding the Year End Reports in OMNI BI Reporting

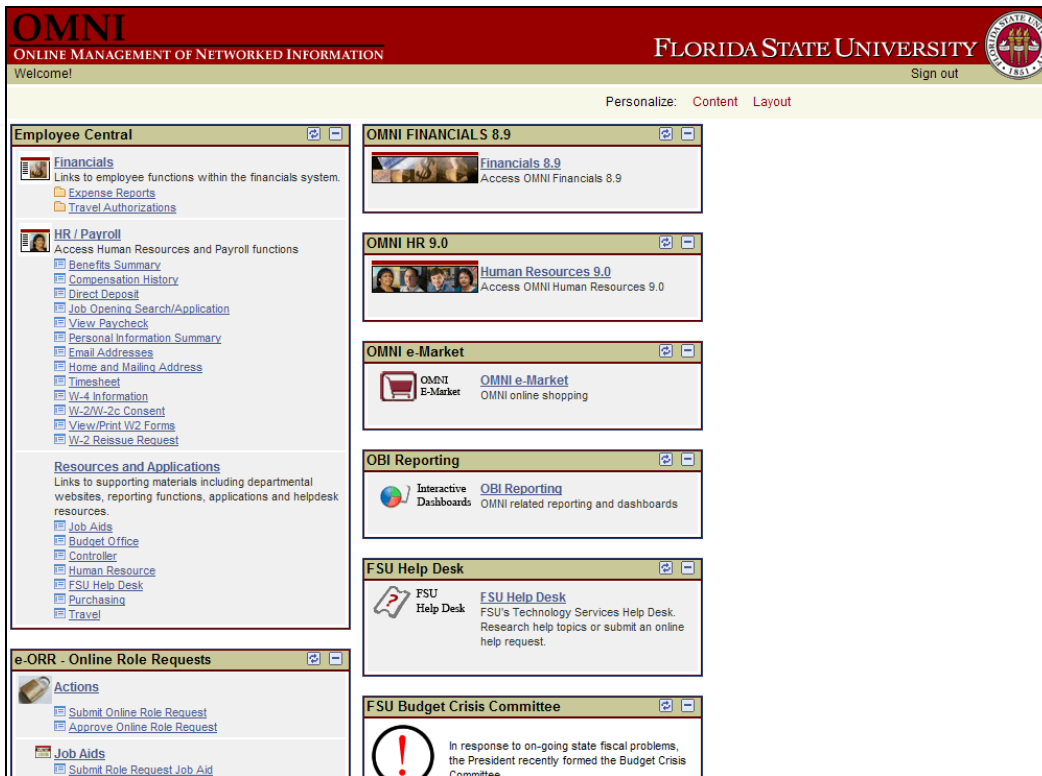
Users can generate the Available Balance Report and the Financial & Budget Position Report in OMNI BI Reporting as needed for the current fiscal year; however, users cannot generate these reports for prior fiscal years. Because of this, official versions of the reports are generated as of the end of each fiscal year and archived. This has been done for Fiscal Years 2007 and 2008 for the Available Balance Report, and will begin with Fiscal Year 2009 for the Financial & Budget Position Report.

These official year end reports can be accessed via OMNI BI Reporting located in the OMNI Portal.

Procedure

Scenario:

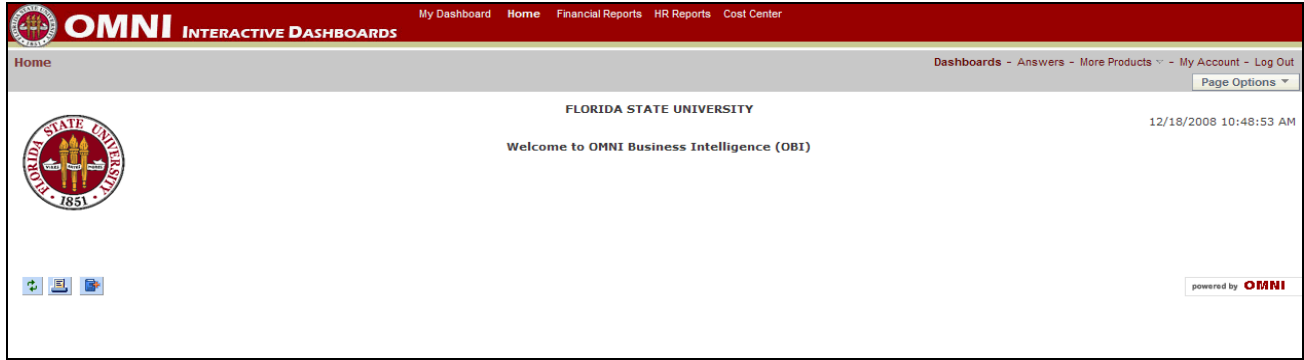
In this topic, you will learn the steps to view the year end reports in OMNI BI Reporting.



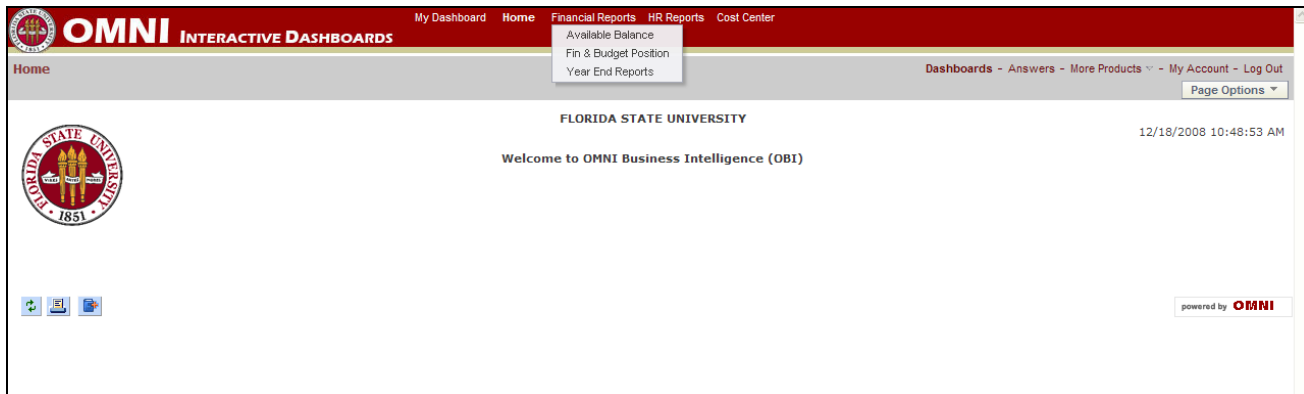
| Step | Action |
|------|--|
| 1. | Click the OBI Reporting link. <div style="border: 1px solid black; display: inline-block; padding: 2px;">OBI Reporting</div> |

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| Step | Action |
|------|--|
| 2. | Click the Financial Reports link. <div style="border: 1px solid black; display: inline-block; padding: 2px;">Financial Reports</div> |



| Step | Action |
|------|--|
| 3. | Click the Year End Reports menu. <div style="border: 1px solid black; display: inline-block; padding: 2px;">Year End Reports</div> |

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The screenshot displays the OMNI Interactive Dashboards interface for Florida State University. The main navigation bar includes 'My Dashboard', 'Home', 'Financial Reports', 'HR Reports', and 'Cost Center'. The current page is titled 'Year End Reports' and shows two tabs for 'Fiscal Year 2008' and 'Fiscal Year 2007'. The page content is organized into two columns of report categories:

- E&G Non-Medical:**
 - Carry Forward: [Available Budget Balance Report by Budget Entity/Fund](#), [Available Budget Balance Report by Division/School/Area](#)
 - Current Year: [Available Budget Balance Report by Budget Entity/Fund](#)
 - Current Year & Salary Excluded: [Available Budget Balance Report by Budget Entity/Fund](#), [Available Budget Balance Report by Division/School/Area](#)
 - Current Year & Salary Only: [Available Budget Balance Report by Budget Entity/Fund](#)
- E&G Medical:**
 - Carry Forward: [Available Budget Balance Report by Budget Entity/Fund](#), [Available Budget Balance Report by Division/School/Area](#)
 - Current Year: [Available Budget Balance Report by Budget Entity/Fund](#), [Available Budget Balance Report by Division/School/Area](#)
 - Non-E&G: [Available Budget Balance Report by Budget Entity/Fund](#), [Available Budget Balance Report by Division/School/Area](#)


The page footer includes a 'powered by OMNI' logo and standard utility icons.

| Step | Action |
|------|--|
| 4. | This screen will default to the most recent Fiscal Year . Choose a different Fiscal Year by clicking on the appropriate tab. |
| 5. | Select the report that you would like to view. NOTE: Departmental users will most likely prefer the "by Division/School/Area" versions as opposed to the "by Budget Entity/Fund" versions. |

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| Group | Division | School | Area | Fund Code | Fund Desc | Department Id | Department Desc | Budget Amount | Encumbrance Amount | KK Expense Amount | Available Balance | % Avail Bal |
|--------------------------------------|----------|--------|------|-----------|-----------|---------------|-----------------|---------------|--------------------|-------------------|-------------------|-------------|
| 110 Total | | | | | | | | 75,000.00 | 116.08 | 74,391.92 | 492.00 | 0.66% |
| Museum of Fine Arts Total | | | | | | | | 75,000.00 | 116.08 | 74,391.92 | 492.00 | 0.66% |
| School of Theatre | | | | | | | | 134,875.94 | 5,557.00 | 126,130.21 | 1,188.73 | 0.88% |
| 189000 Total | | | | | | | | 429,859.27 | 497.03 | 427,457.73 | 1,904.51 | 0.44% |
| 189008 Total | | | | | | | | 564,735.21 | 6,054.03 | 555,587.94 | 3,093.24 | 0.55% |
| 189008 Total | | | | | | | | 2,975.00 | 56.40 | 2,752.22 | 166.38 | 5.59% |
| 110 Total | | | | | | | | 567,710.21 | 6,110.43 | 558,340.16 | 3,259.62 | 0.57% |
| School of Theatre Total | | | | | | | | 567,710.21 | 6,110.43 | 558,340.16 | 3,259.62 | 0.57% |
| Coll Vis Arts, Theatre & Dance Total | | | | | | | | 2,863,475.00 | 10,953.92 | 2,516,732.71 | 335,788.37 | 11.73% |
| Coll of Motion Pict TV Rec Art | | | | | | | | 429,752.00 | 1,819.00 | 416,168.98 | 11,964.02 | 2.76% |
| 185000 Total | | | | | | | | 602,673.00 | 5,323.78 | 588,017.11 | 29,132.11 | 4.83% |
| 185001 Total | | | | | | | | 192,797.00 | 0.00 | 151,182.02 | 41,614.96 | 21.56% |
| 110 Total | | | | | | | | 830,470.00 | 5,839.52 | 740,580.79 | 84,249.69 | 10.14% |
| Coll of Motion Pict TV Rec Art Total | | | | | | | | 830,470.00 | 5,839.52 | 740,580.79 | 84,249.69 | 10.14% |
| College of Arts & Sciences | | | | | | | | 6,769.00 | 170.00 | 6,126.90 | 472.10 | 6.97% |
| 096000 Total | | | | | | | | 6,769.00 | 170.00 | 6,126.90 | 472.10 | 6.97% |
| 110 Total | | | | | | | | 6,769.00 | 170.00 | 6,126.90 | 472.10 | 6.97% |
| Aerospace Studies Total | | | | | | | | 6,769.00 | 170.00 | 6,126.90 | 472.10 | 6.97% |
| American Studies | | | | | | | | 600.00 | 0.00 | 286.42 | 313.58 | 52.26% |
| 093000 Total | | | | | | | | 5,360.00 | 0.00 | 5,646.06 | 313.94 | 5.27% |
| 110 Total | | | | | | | | 5,360.00 | 0.00 | 5,646.06 | 313.94 | 5.27% |
| American Studies Total | | | | | | | | 5,360.00 | 0.00 | 5,646.06 | 313.94 | 5.27% |
| Anthropology | | | | | | | | 33,841.30 | 0.00 | 25,534.70 | 8,306.60 | 24.55% |
| 072000 Total | | | | | | | | 285,000.00 | 862.07 | 269,969.07 | 14,168.86 | 4.97% |
| 072001 Total | | | | | | | | 318,841.30 | 862.07 | 295,503.77 | 22,475.46 | 7.05% |
| 072001 Total | | | | | | | | 19,327.70 | 0.00 | 19,137.70 | 190.00 | 0.96% |
| 072001 Total | | | | | | | | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 100.00% |
| 110 Total | | | | | | | | 25,327.70 | 0.00 | 19,137.70 | 6,190.00 | 24.44% |
| Anthropology Total | | | | | | | | 344,169.00 | 862.07 | 314,641.47 | 28,665.46 | 8.33% |
| Biological Science | | | | | | | | 245,402.00 | 2,420.00 | 230,292.55 | 12,689.45 | 5.17% |
| 074000 Total | | | | | | | | 1,393,725.00 | 5,706.18 | 1,360,256.59 | 27,762.23 | 1.99% |
| 074000 Total | | | | | | | | 1,639,127.00 | 8,126.18 | 1,590,549.14 | 40,451.68 | 2.47% |

| Step | Action |
|------|---|
| 6. | The report will open in a new window as a PDF file. If you are experiencing difficulty viewing the report, ensure your pop-up blockers are turned off. |
| 7. | Review the report as needed. Print and/or save the report as needed using the appropriate icons. Close the report by clicking the "X" in the top right corner. |
| 8. | Click the Home link to return to the Dashboard.  |
| 9. | Congratulations! You have completed the topic. |
| 10. | End of Procedure. |