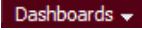











OMNI FACET Training
Running the Available Balance Report

1.	Click the myFSU BI link. myFSU BI
2.	Click the Dashboards menu 
3.	Under Financial Reports , click the Available Balance link.  Available Balance
4.	NOTE: This report defaults to the Av Bal by Division and School tab, the version that departments will typically use. The Av Bal by Budget Entity and Fund version is primarily for Budget Office use.
5.	NOTE: Data contained within this report may be a day or two behind OMNI. Be sure to make note of the date and time of the last load from OMNI in case this impacts your results.
6.	Choose one of the Report Categories from the Report Categories list.
7.	NOTE: This report can be generated for the current Fiscal Year only. See the Viewing Year End Reports Tutorial to learn the steps to view reports for prior fiscal years.
8.	Choose the Accounting Period for which you would like to view results from the Period list.
9.	NOTE: The remaining prompts are optional. You may make selections for any of them, or may simply leave them all blank. Making a selection will limit the data returned. For instance, if a Division is chosen, the data will be filtered to show only the selected Division. This same principle applies to each lower level choice. <i>Most departmental users will choose to run the report for their department(s) only.</i> For the purpose of this example, we will make selections for Budgetary Account and Department .
10.	To make a selection for Budgetary Account, click the down arrow button beside Budgetary Account , and then click " search... ".
11.	NOTE: Each Budgetary Account is listed here by its description only. View corresponding account numbers on the Budgetary Account list.

Quick Reference Guide
OMNI BI Reporting

12.	<p>For the purpose of this example, we will exclude the Salary account.</p> <p>This could be accomplished by individually selecting each Budgetary Account except Salary.</p> <p>Another option, which we will do for the purpose of this example, is to first select all of the Budgetary Accounts, and then remove Salary.</p> <p>To begin, click the >> button to select all of the Budgetary Accounts.</p> 
13.	<p>Scroll down to find Salary.</p>
14.	<p>Click the Salary link.</p> 
15.	<p>Click the < button to remove Salary.</p> 
16.	<p>All Budgetary Accounts except Salary now appear in the Selected area.</p> <p>NOTE: Lines with no activity do not appear on the report. Therefore, including selections for which there is no activity will not affect report results.</p> <p>Click the OK button.</p> 
17.	<p>To make a selection for Department, click the down arrow button beside Department and then click "More/Search..."</p>
18.	<p>Enter part or all of your Department ID into the Name field.</p> <p>NOTE: By selecting "contains" in the Name drop down list, you may enter just a portion of the DeptID or Department Name to display any matching departments.</p>
19.	<p>Click the Go button.</p> 
20.	<p>Select your Department from the list by double-clicking the desired item.</p> <p>NOTE: Using the << button will select all Departments listed.</p>
21.	<p>NOTE: Lines with no activity do not appear on the report. Therefore, including selections for which there is no activity will not affect report results.</p> <p>Click the OK button.</p> 
22.	<p>Click the Apply button.</p> 

23.	<p>NOTE: This report is based upon the University's organizational structure. Departments roll up to areas; areas roll up to schools/colleges; schools/colleges roll up to divisions.</p> <p>If a prompt (such as Department) is utilized in running the report, the data returned will filter on the selection. However, the report will initially show the results at the University level.</p>
24.	<p>To view the results at a lower level, choose the appropriate Drill to... link.</p> <p>For the purpose of this example, click the Drill to Department Level link.</p> <p>Drill to Department Level</p>
25.	<p>Review the report results.</p> <p>NOTE: A summary of your selections for each of the prompts will appear at the bottom of the report.</p>
26.	<p>To return to the Dashboard, click the Home link.</p> <p></p>
27.	<p>Congratulations! You have completed the topic.</p>