
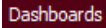




OMNI FACET Training
Viewing Year End Reports

1.	Click the myFSU BI link. 
2.	Click the Dashboards link. 
3.	Click the Year End Reports menu (under Financial Reports). 
4.	This screen will default to the most recent Fiscal Year . Choose a different Fiscal Year by clicking on the appropriate tab.
5.	Choose 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. The report will open in a new window as a PDF file. Available Budget Balance Report by Division/School/Area
6.	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.
7.	Click the Home link to return to the Dashboard. 
8.	Congratulations! You have completed the topic.