



THE FLORIDA STATE UNIVERSITY  
BUDGET OFFICE

**BI Available Balance Report  
Job Aid**

*Questions on this Job Aid should be directed to Mary Alice Mills, Corbin deNagy, or Kyle DeRouin*

**Purpose**

The Available Balance Report shows total Budget, Expense, Encumbrance, and Available Budget Balance detailed by Budgetary Account, and can be subtotaled in various ways. It is used to inform department heads and fiscal personnel of the resources they have available as of a point in time.

Note: This report does not include funds controlled by life-to-date budgets, such as sponsored projects or construction.

**Navigation**

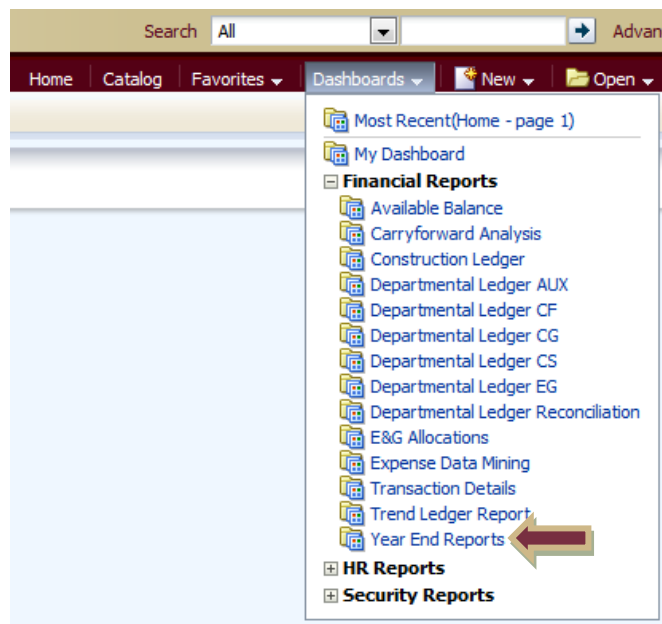
myFSU Portal > BI Reporting > Dashboards > Available Balance

**Step 1**

Navigate to the BI Available Balance screen as described above. Select the appropriate values for Period, Division, School, Area, Department, Fund, and/or Budgetary Acct ID and Desc. Any of these prompts, except Period, may be left blank, as 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 prompt. Once you have completed your selection(s), click Apply.

Note: Unlike the OMNI Commitment Control Inquires - Budgets Overview and Budget Details - the OBI Available Balance Report does not always reflect current OMNI activity. Data from OMNI is loaded into OBI every night meaning that transactions that occur throughout the day will not show up on the Available Balance Report until the next day.

Note: Fiscal Year will always default to the current fiscal year. Users cannot generate reports on prior fiscal years; however, official versions of the report are generated as of the end of the fiscal year and archived. These official archived reports can be accessed by selecting “Year End Reports” from the Dashboard menu:



**Step 2**

Review the Available Balance Report. This report is based on the University's organizational structure: departments roll up to areas; areas roll up to schools/colleges; schools/colleges roll up to divisions.

If a prompt (such as department) is utilized in Step 1, the data returned will filter on the selection. However, the report will initially show the results at the University level (see next page).

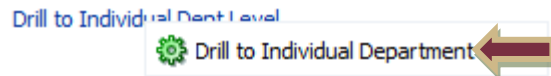
Available Balance University Level Data

| Group                   | Fund Id             | Fund Desc                    | Account                      | Budget Amount     | Encumbrance Amount | KK Expense Amount | Available Balance | % Av Bal       |
|-------------------------|---------------------|------------------------------|------------------------------|-------------------|--------------------|-------------------|-------------------|----------------|
| University              | 110                 | E&G General Revenue          | 710300 - Budget ASP          | 466,766.00        | 411,327.25         | 57,228.16         | (1,789.41)        | (0.38%)        |
|                         |                     |                              | 710399 - Budget ASP Benefits | 131,877.00        | 116,159.41         | 16,863.90         | (1,146.31)        | (0.87%)        |
|                         |                     |                              | 740000 - Expense             | 21,202.00         | 0.00               | 786.03            | 20,415.97         | 96.29%         |
| <b>110 Total</b>        |                     |                              |                              | <b>619,845.00</b> | <b>527,486.66</b>  | <b>74,878.09</b>  | <b>17,480.25</b>  | <b>2.82%</b>   |
| 140                     | E&G GR-Carryforward | 710300 - Budget ASP          | 22,524.67                    | 0.00              | 22,524.67          | 0.00              | 0.00%             |                |
|                         |                     | 710399 - Budget ASP Benefits | 5,893.99                     | 0.00              | 5,893.99           | 0.00              | 0.00%             |                |
|                         |                     | 740000 - Expense             | 73.71                        | 0.00              | 244.30             | (170.59)          | (331.43%)         |                |
| <b>140 Total</b>        |                     |                              |                              | <b>28,492.37</b>  | <b>0.00</b>        | <b>28,662.96</b>  | <b>(170.59)</b>   | <b>(0.60%)</b> |
| <b>University Total</b> |                     |                              |                              | <b>648,337.37</b> | <b>527,486.66</b>  | <b>103,541.05</b> | <b>17,309.66</b>  | <b>2.67%</b>   |

Account Tree Name is equal to / is in ACCOUNT\_REPORT  
 and Level 2 Id is equal to EXPENSE\_ACCTS, OTHER  
 and Detail Id is not equal to / is not in 780109  
 and Department Tree Name is equal to / is in DEPT\_LEVELS  
 and Fund Tree Name is equal to / is in CC\_FUND\_GRP\_REPORT  
 and Fund Level 2 Id is equal to AUXILIARY FUNDS, CARRY FORWARD FUNDS, E&G FUNDS  
 and Fund Id is not equal to / is not in 640, 645  
 and Project Id is equal to / is in -  
 and KK Exp End Amount is not equal to / is not in 0  
 or Enc End Amount is not equal to / is not in 0  
 or Budget End Amount is not equal to / is not in 0  
 and Fiscal Year is equal to 2016  
 and Accounting Period is equal to 2  
 and Department ID and Desc is equal to 046000 - Budget Office

Drill to Division Level   Drill to School Level   Drill to Area Level   Drill to Department Level   Drill to Individual Dept Level

To view the results at a lower level, choose the appropriate “drill down” link. For instance, to see the data by department, click the “Drill to Individual Dept Level” link and the “Drill to Individual Department” link.



Note: Lines with no activity do not appear on the report. Therefore, if accounts are included in the selections for which there is no activity, they will not affect report results.