



BI Available Balance Report

Updated 8/22/2024

Overview

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 at a point in time.

Navigation

myFSU Portal → Business Intelligence (BI) → Dashboards → Available Balance

Report

Select the appropriate values for Fiscal Year, Period, Division, School, Area, Department, Fund, and/or Budgetary Acct ID and Desc. Once you have made your selections, click “Apply” to run the report.

Important Notes

- The report does not include funds controlled life-to-date, such as sponsored projects or construction. Please use the appropriate report for those funds.
- The data used for the report is loaded daily, early in the morning. The exact date/time is listed at the top of the selection criteria pane.
- All encumbrances at fiscal year-end – even those that are slated to roll over into the new fiscal year – are closed for year-end processing. Accordingly, the encumbrance amounts for prior FY period 12 will always be \$0.00. Therefore, make sure to use the “Year End Reports” in BI accordingly.

Optional “Drill to...”

By default, the report will show you a University-level view of the data, regardless of your selections. If you wish to see details at a lower level (e.g., Department Level), select the desired “Drill to” option above the report.

The “Individual Dept Level” has the same detail as the “Department Level” version, except with the addition of the DDDHC and Budget Manager.

* Fiscal Year
2025 ▼

Period
1 ▼

Division
Academic Affairs ▼

School
College of Arts & S ▼

Area
Aerospace Studies ▼

Department
096000 - Aerospace ▼

Fund
110 - E&G General ▼

Budgetary Acct Id and Desc
--Select Value-- ▼

[Available Balance Help](#)

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

[Refresh](#) - [Print](#) - [Export](#)