



FLORIDA STATE UNIVERSITY
BUDGET OFFICE

BI Available Balance Report Job Aid

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

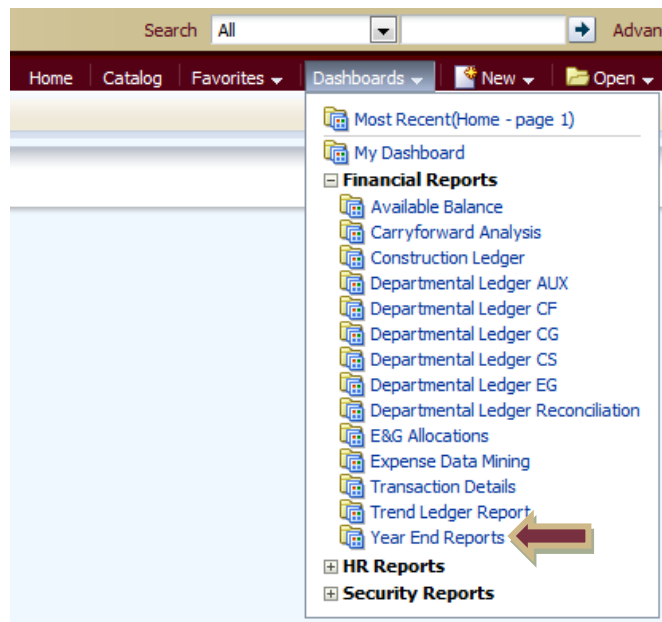
myFSU Portal > BI Reporting > Dashboards > Available Balance

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).

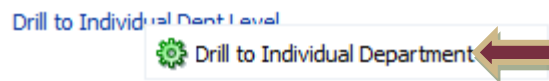
Available Balance University Level Data
Time run: 8/24/2015 9:45:38 AM

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 A&P	466,766.00	411,327.25	57,228.16	(1,789.41)	(0.38%)
			710399 - Budget A&P 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%
110 Total			619,845.00	527,486.66	74,878.09	17,480.25	2.82%	
140	E&G GR-Carryforward	710300 - Budget A&P	22,524.67	0.00	22,524.67	0.00	0.00%	
		710399 - Budget A&P Benefits	5,893.99	0.00	5,893.99	0.00	0.00%	
		740000 - Expense	73.71	0.00	244.30	(170.59)	(231.43%)	
140 Total			28,492.37	0.00	28,662.96	(170.59)	(0.60%)	
University Total			648,337.37	527,486.66	103,541.05	17,309.66	2.67%	

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.