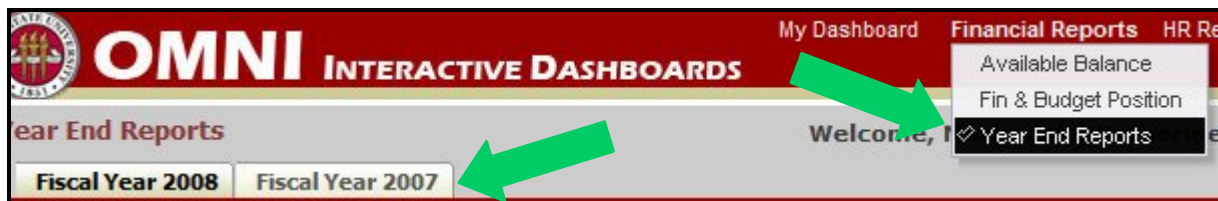


Available Balance Report

Purpose

The “Available Balance Report” shows total Budget, Encumbrance, Expense, and Available Balance detailed by Budgetary Account, and may 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. This report is also used by the Budget Office to monitor balances. (Note: This report does not include C&G funds.)

This report draws from Commitment Control ledgers. Users can generate reports throughout an accounting period as needed for the current fiscal year. While users cannot generate reports on prior fiscal years, official versions of the report are generated as of the end of each fiscal year and archived (beginning with Fiscal Year 2007). These official archived reports can be accessed by selecting “Year End Reports” from the Financial Reports menu in OBI. Use the tabs at the top of the screen to access different fiscal years.



Overview

1. Log into OBI Reporting.
2. Select appropriate criteria for report category, fiscal year, period, division(s), school(s), area(s), fund(s), budgetary account(s), and department(s).
3. Review the Available Balance Report.

Navigation

OMNI Portal > OBI Reporting > Financial Reports > Available Balance

Step 1

Begin by logging into OBI Reporting from the OMNI Portal and selecting “Available Balance” from the Financial Reports menu at the top of the screen. This report defaults to the “Av Bal by Division and School” tab. Typically, this is the report that departments will use. The “Av Bal by Budget Entity and Fund” tab is primarily for Budget Office use.



Step 2

Next select the appropriate report category from the drop down list. The choices include:

- “E & G – FSU – CARRY FORWARD” (Includes all E&G Non-Medical Carryforward Funds)
- “E & G – FSU – CURRENT YEAR” (Includes all E&G Non-Medical Current Year Funds)
- “E & G – MEDICAL – CARRY FORWARD” (Includes all E&G Medical Carryforward Funds)
- “E & G – MEDICAL – CURRENT YEAR” (Includes all E&G Medical Current Year Funds)
- “NON E & G” (Includes all funds other than E&G and C&G, e.g. Auxiliaries, DRS, Locals)

Complete your selections by choosing the appropriate values for Fiscal Year, Period, Division, School, Area, Fund, Budgetary Account, and/or Department. Any of these prompts 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 lower level choice.

Av Bal by Division and School | Av Bal By Budget Entity and Fund | Page Options

FLORIDA STATE UNIVERSITY
Available Balance by Division and School

12/4/2008 10:13:1

Report Categories: NON E & G

Fiscal Year: 2009

Period: 6

Division: []

School: []

Area: []

Fund: []

Budgetary Account: []

Department: []

Note that Budgetary Accounts are currently listed in the prompt by budgetary account descriptions, not budgetary account numbers. Corresponding numerical account numbers are:

- “Direct” – 700001 (Carryforward only)
- “Expense” – 740000 (Current Year only)
- “Fee Waivers” – 730830 (Current Year only)
- “Inst of Government” – 730860 (Current Year only)
- “Library Resources” – 730700 (Current Year only)
- “OCO” – 760000 (Current Year only)
- “OPS” – 720000 (Current Year only)
- “Regional Data Center” – 730010 (Current Year only)
- “Research Comm Asst Grant” – 730400 (Current Year only)
- “Risk Mgmt Insurance” – 730300 (Current Year only)
- “Salary” – 710000 (Current Year only)
- “Salary Incentive CJIP” – 730100 (Current Year only)
- “Stdnt Financial Aid” – 730800 (Current Year only)
- “Transfers Other NonOperating” – 78XXXX (Current Year only)
- “Virgil Hawkins Scholars” – 730880 (Current Year only)

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.

Step 3

Review the Available Balance Report. 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.

If a prompt (such as department) is utilized in Step 2, the data returned will filter on the selection. However, the report will initially show the results at the University level.

OMNI INTERACTIVE DASHBOARDS
 My Dashboard Financial Reports HR Reports Cost Center

Av Bal by Division and School Av Bal by Budget Entity and Fund Page Options

FLORIDA STATE UNIVERSITY
 Available Balance by Division and School 12/4/2008 10:13:10 AM

Report Categories: E & G - FSU - CURRENT YEAR
 Fiscal Year: 2009
 Period: 6
 Division: [] School: [] Area: [] Fund: [] Budgetary Account: [] Department: [] Go

Drill to Division Level Drill to School Level Drill to Area Level Drill to Department Level
 Refresh - Print - Download - Add to Briefing Book

Group	Fund Code	Fund Desc		Budget Amount	Encumbrance Amount	KK Expense Amount	Available Balance	% Av Bal
University	110	E&G General Revenue	Expense	79,102,733.38	3,009,371.93	22,829,546.81	53,263,814.64	67.33%
			Fee Waivers	45,236.00	0.00	0.00	45,236.00	100.00%
			Inst of Government	928,565.00	0.00	182,500.00	746,065.00	80.35%
			Library Resources	6,638,645.00	0.00	1,758,995.35	4,879,649.65	73.50%
			OCO	2,166,654.40	378,576.13	629,197.82	1,158,880.45	53.49%

To view the results at a lower level, choose the appropriate "drill down" link. For instance, to see the data by department, follow the "Drill to Department Level" link.

Drill to Division Level Drill to School Level Drill to Area Level **Drill to Department Level**
 Refresh - Print - Download - Add to Briefing Book

Group	Division	School	Area	Fund Code	Fund Desc	Department Id	Department Desc	
University	Academic Affairs	Acad & Professional Pgm Svcs	Ctr for Prof Dev & Public Svc	110	E&G General Revenue	160000	APPS Deans Office	Expense
								OCO
								Salary
						160000 Total		
						160002	APPS Off Campus Credit	Expense
								OCO
								OPS
								Salary
						160002 Total		
						110 Total		
Ctr for Prof Dev & Public Svc Total								