## Budget Availability Report

The Budget Availability Report with FOS (Fund Organization Security) indicates the balance available for pooled account codes within an organization. Prior to entering a requisition, it is important to verify that there are sufficient budgeted funds available to cover the requisition. If there is insufficient budget, the requisition will be flagged for NSF (non-sufficient funds) and the requisition cannot be converted into a purchase order until a budget transfer is processed. In special circumstances Business Office/Accounting can overrides an NSF and process a purchase order by exception.

1. Open your web browser, enter

   https://argos.eiu.edu/argos/

2. Enter your Username and Password.

3. Click on the + sign in front of "Financial Managers Reports" on the left-hand side.

4. Click on the + sign in front of "Budget Availability Report (with FOS) - BAVL".

5. Click on "BAVL – Budget Availability Report", then click "Run Report".
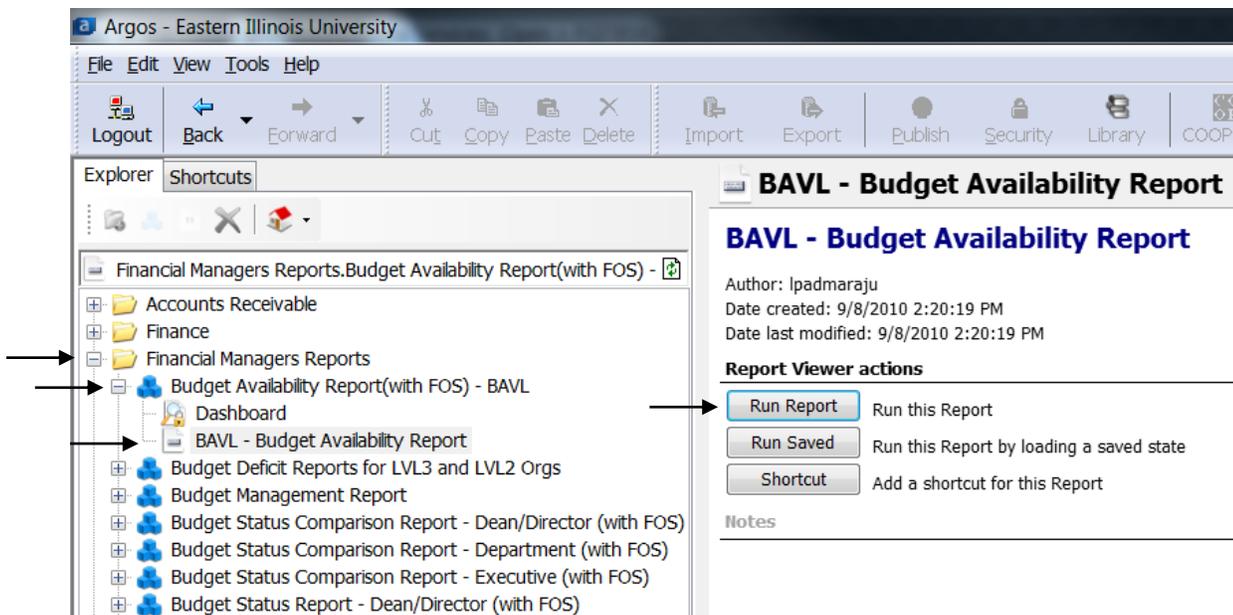
6. Select your parameters

   a. Click on the down arrow next to "Select Fiscal Year:" to choose the desired year.

   b. Click on the down arrow next to "Ledger Type:" to choose the type of funds that will be listed in the next box; or leave as "All" which will then list all of the available organizations you have access to. (This is what is meant by FOS, "fund organization security").

c. For the "Select Index" box, choose the desired index or select the check box to select all the indices listed.

7. At this point you can either

    a. Click on one of the icons at the top right. Preview, Save, E-Mail or Print

    b. Or, Click "Get Quick View Results"

        i. Then right-click in the box to save results

Below is example of the report output. For this inquiry, Banner groups budgets and expenditures into pooled account codes. In the below example, the overall available balance is still ok, but there are two pooled areas that have exceeded budget availability. (For example, if a requisition was entered for an expenditure within the 71000 account series, that requisition would be flagged as NSF (non-sufficient funds). No purchase order could be processed until a budget transfer was processed or Business Office/Accounting overrode the NSF for the requisition.)

Budget Available Report (BAVL)

123456 – Organization Name   Run Date: 8/7/2014

for FY : 14 As of : 8/7/2014

Fund   654321 – Fund Name
Orgn.   123456 – Organization Name
Program :   50

Account	Account Description	Adjusted Budget	YTD Activity	Commitments	Available Balance
61000	Salary and Wages	1,528,834.39	1,528,767.31	0.00	67.08
61310	Student Regular Salary	22,065.61	22,610.12	0.00	(544.51)
62700	Fringe Benefits Pool	24,186.00	24,186.00	0.00	0.00
71000	Direct Expenditure Pool	477,246.82	449,247.39	31,230.66	(3,231.23)
77100	Resale Pool	32,753.18	28,003.50	0.00	4,749.68
	Total :	2,085,086.00	2,052,814.32	31,230.66	1,041.02