

# KFS Balance Inquiries

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- Welcome! We will begin promptly at 9 a.m.
- Make sure your first and last name displays in the “Participant” list so we can mark your attendance.
- Training materials: <https://go.iu.edu/handouts>
- Login to <https://one.iu.edu>
  - Not the training environment!





# KFS Balance Inquiries

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FINANCIAL MANAGEMENT SERVICES

# Agenda

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- Review of report-related terminology.
- Overview: KFS Balance Inquiries.
- Available Balances.
- Activities 1 & 2.
- Break.
- Balances by Consolidation.
- General Ledger Balance.
- General Ledger Entry.
- Activity 3.



# Learning objectives

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- Successfully run four KFS Balance Inquiries:
  - Available Balances.
  - Balances by Consolidation.
  - General Ledger Balance.
  - General Ledger Entry.
- Select the most appropriate KFS Balance Inquiry to run in a given scenario.
- Interpret the data presented in a KFS Balance Inquiry.



# Terminology review

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# What is the General Ledger (GL)?

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- The official repository of IU's financial and budget information.
- Stores detailed records of all financial transactions.
- When an e-doc reaches final status, it is recorded to the GL and affects balances.
- *The basis for IU's financial reports.*



# How do we use financial reports?

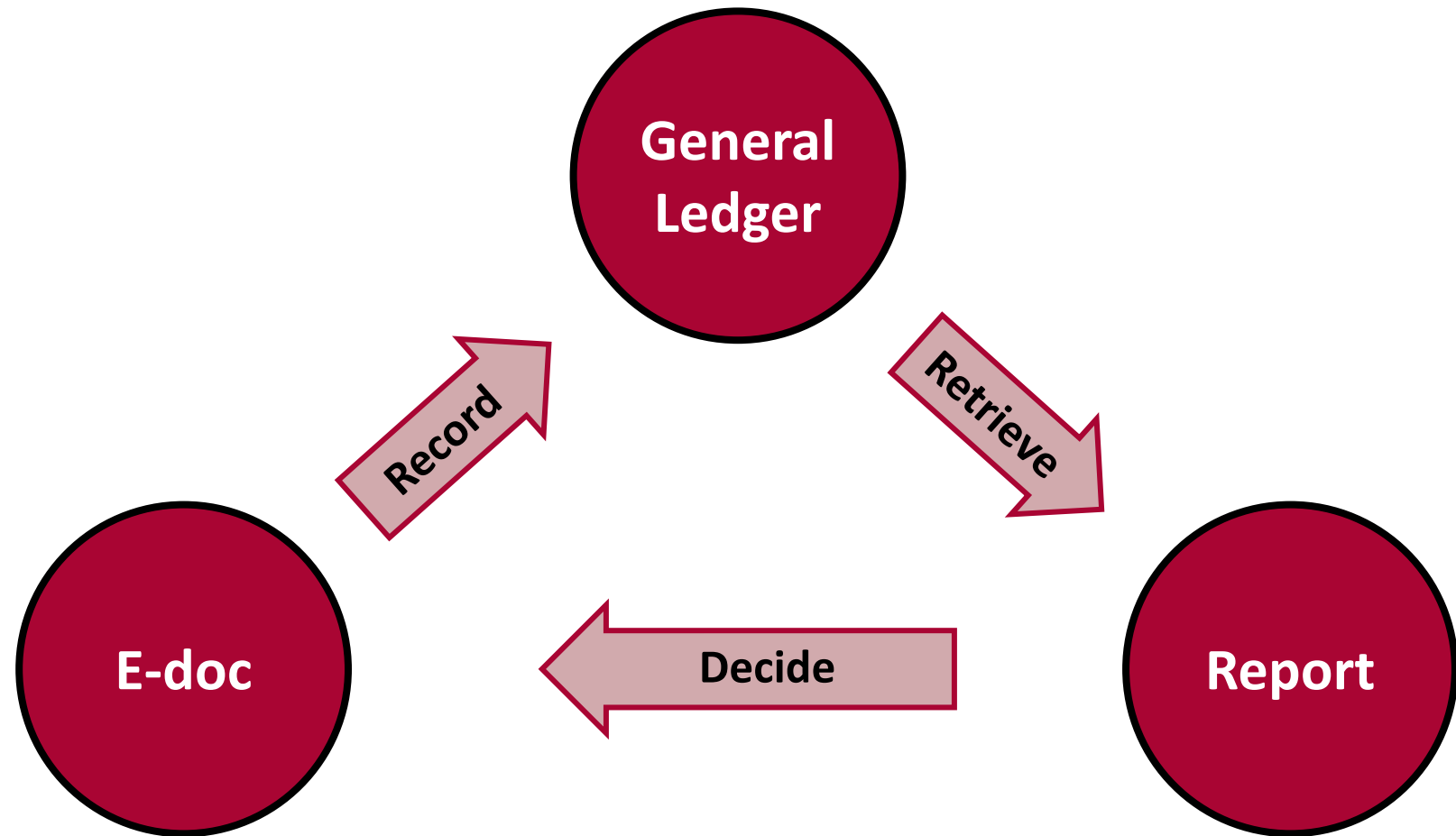
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- Assess current financial situations.
- Make decisions about future transactions.
- Identify financial trends.
- Make sure that past transactions were in compliance with IU policy.
- Communicate IU's financial position to interested parties.



# What is the financial decision cycle?

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# What is a budget?

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- A plan for how resources will be used.
- Budgets at IU are built using object codes.



# Name the two kinds of budgets used at IU.

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- Base.
- Current.



# What are actuals?

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- The total of all actual activity for a given balance line of the selected fiscal year.
- Transactions that have posted to the General Ledger.



# What are encumbrances?

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- Amounts set aside to cover future anticipated expenses.



# Name the three most common encumbrances at IU.

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- External Encumbrance (EX).
- Internal Encumbrance (IE).
- Pre-Encumbrance (PE).



# What are variances?

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- The amount of funds remaining (either to spend or to earn) for the fiscal year.

## Expense Variance

$$\begin{array}{r} \text{Current Budget} \\ - \quad \text{Actuals} \\ - \quad \underline{\text{Encumbrance}} \\ \text{Variance} \end{array}$$

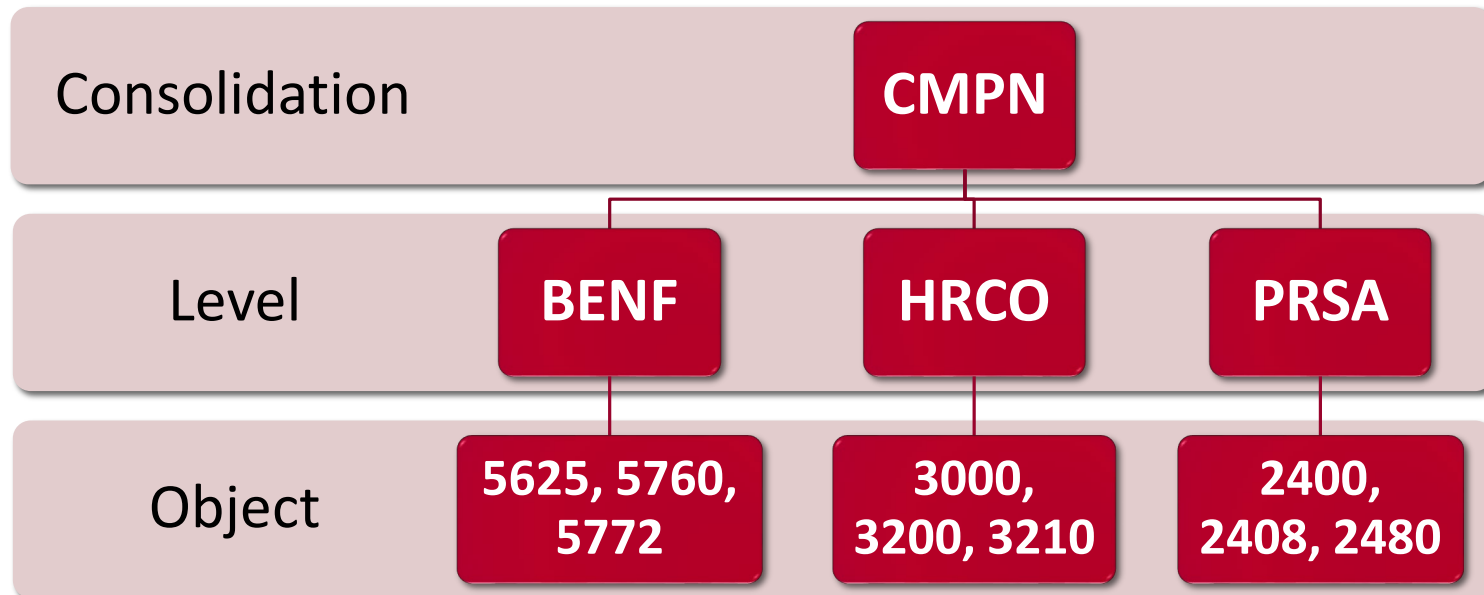
## Income Variance

$$\begin{array}{r} \text{Actuals} \\ - \quad \underline{\text{Current Budget}} \\ \text{Variance} \end{array}$$



# What is the consolidation hierarchy?

- Organizational system used for reporting.
- Groups similar object codes together so reports show additional layers of detail.



# Overview: KFS Balance Inquiries

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# KFS Balance Inquiries

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- Seven lookups available to KFS users.
- Retrieve transactional data posted to the General Ledger, including budgets, actuals, and encumbrances.
- Reports return real-time data, including pending ledger entries.
- Limited to one FY and/or one account per report.
- Can “drill down” through hotlinked data.



# Seven KFS lookups

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- Available Balances.
- Balances by Consolidation.
- General Ledger Balance.
- General Ledger Entry.
- General Ledger Pending Entry.
- Cash Balances.
- Open Encumbrances.



# Available Balances

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# Available Balances lookup

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- Used to quickly check the status of an account.
- Displays the cumulative balances for an account, listed by object code.
  - All object codes are included in this report.
- Includes budget, actuals, encumbrance, and variance data.



# Available Balances example

Search Results									1-5 of 5
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
<a href="#">2018</a>	<a href="#">UA</a>	<a href="#">2312610</a>	*ALL*	<a href="#">4010</a>	*ALL*	100.00	0.00	0.00	100.00
<a href="#">2018</a>	<a href="#">UA</a>	<a href="#">2312610</a>	*ALL*	<a href="#">4013</a>	*ALL*	3,000.00	0.00	0.00	3,000.00
<a href="#">2018</a>	<a href="#">UA</a>	<a href="#">2312610</a>	*ALL*	<a href="#">4021</a>	*ALL*	0.00	119.28	0.00	(119.28)
<a href="#">2018</a>	<a href="#">UA</a>	<a href="#">2312610</a>	*ALL*	<a href="#">4025</a>	*ALL*	0.00	100.00	2,500.00	(2,600.00)
<a href="#">2018</a>	<a href="#">UA</a>	<a href="#">2312610</a>	*ALL*	<a href="#">4100</a>	*ALL*	0.00	198.94	0.00	(198.94)

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



# Demo: Available Balances lookup

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**Log into the production environment:**

**<https://one.iu.edu>**

**“Kuali Financial System”**



# Activity 2

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AVAILABLE BALANCES



# Activity 2 instructions

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Use the Available Balances lookup in KFS to answer the following questions as though it is FY17.





# Question 1

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You are the FO for the IUB biology department. An administrative assistant contacts you to ask if, on account 10-246-00, she should use object code 4300 (Postage) or object code 4301 (International Postage) to send a package to London. You can't remember if you budgeted for 4301 on 10-246-00. Did you?

**Yes - \$30.**



Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4100</u>	<u>*ALL*</u>	15,554.00	22,061.36	50.61	(6,557.97)
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4110</u>	<u>*ALL*</u>	2,000.00	1,276.42	362.89	360.69
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4115</u>	<u>*ALL*</u>	6,000.00	3,401.37	378.49	2,220.14
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4155</u>	<u>*ALL*</u>	1,000.00	454.25	0.00	545.75
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4166</u>	<u>*ALL*</u>	10.00	(6,422.85)	0.00	6,432.85
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4190</u>	<u>*ALL*</u>	0.00	0.00	0.00	0.00
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4210</u>	<u>*ALL*</u>	700.00	660.00	0.00	40.00
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4215</u>	<u>*ALL*</u>	300.00	0.00	0.00	300.00
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4240</u>	<u>*ALL*</u>	0.00	342.00	0.00	(342.00)
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4300</u>	<u>*ALL*</u>	500.00	521.90	0.00	(21.90)
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4301</u>	<u>*ALL*</u>	30.00	25.88	0.00	4.12
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4302</u>	<u>*ALL*</u>	30.00	4.29	0.00	25.71
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4308</u>	<u>*ALL*</u>	0.00	8.37	0.00	(8.37)
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4400</u>	<u>*ALL*</u>	0.00	0.00	0.00	0.00
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4562</u>	<u>*ALL*</u>	0.00	200.00	0.00	(200.00)
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4580</u>	<u>*ALL*</u>	5,000.00	1,453.84	0.00	3,546.16
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4586</u>	<u>*ALL*</u>	0.00	1,800.00	0.00	(1,800.00)
<u>2017</u>	<u>BL</u>	<u>1024600</u>	<u>*ALL*</u>	<u>4616</u>	<u>*ALL*</u>	1,000.00	3,452.79	0.00	(2,452.79)

## Question 2

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You are the FO for the Office of International Services, a University Administration department. You know you spent a total of \$95.00 in an object code you hadn't budgeted, but you can't remember which object code. Look at the activity on account 23-111-17 to jog your memory.

**4042 (Miscellaneous Fees).**



Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4006</u>	*ALL*	0.00	8.72	0.00	(8.72)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4010</u>	*ALL*	0.00	0.00	3.86	(3.86)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4013</u>	*ALL*	4,000.00	4,854.00	0.00	(854.00)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4015</u>	*ALL*	1,600.00	960.47	0.00	639.53
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4021</u>	*ALL*	10,000.00	8,724.48	0.00	1,275.52
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4022</u>	*ALL*	3,200.00	0.00	0.00	3,200.00
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4025</u>	*ALL*	1,200.00	5,027.92	0.00	(3,827.92)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4042</u>	*ALL*	0.00	95.00	0.00	(95.00)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4050</u>	*ALL*	1,000.00	1,137.00	0.00	(137.00)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4055</u>	*ALL*	1,000.00	7,572.58	0.00	(6,572.58)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4083</u>	*ALL*	0.00	80.00	0.00	(80.00)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4085</u>	*ALL*	6,000.00	6,249.18	0.00	(249.18)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4086</u>	*ALL*	50.00	32.95	0.00	17.05
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4089</u>	*ALL*	0.00	4,038.40	0.00	(4,038.40)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4100</u>	*ALL*	3,000.00	3,048.42	132.69	(181.11)
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4110</u>	*ALL*	10,000.00	5,661.75	0.00	4,338.25
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4115</u>	*ALL*	2,000.00	1,956.03	0.00	43.97
<u>2017</u>	<u>UA</u>	<u>2311117</u>	*ALL*	<u>4120</u>	*ALL*	0.00	0.00	0.00	0.00

## Question 3

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You work in Athletics, an auxiliary unit on the Bloomington campus. The football team's administrative assistant asks you if there is budget left in account 60-274-45 to send a staff member to a professional development event. Look at the activity on object code 4078 (Technical & Professional Training) to determine if professional development fees are in the budget.

**No. There's already a (1,205) variance.**



<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Budget Amount</u>	<u>Actuals Amount</u>	<u>Encumbrance Amount</u>	<u>Variance</u>
2017	BA	6027445	*ALL*	4010	*ALL*	20,000.00	20,844.38	2,803.58	(3,647.96)
2017	BA	6027445	*ALL*	4021	*ALL*	16,900.00	16,885.08	0.00	14.92
2017	BA	6027445	*ALL*	4022	*ALL*	0.00	72.00	0.00	(72.00)
2017	BA	6027445	*ALL*	4025	*ALL*	0.00	38,875.76	0.00	(38,875.76)
2017	BA	6027445	*ALL*	4040	*ALL*	0.00	1,479.60	0.00	(1,479.60)
2017	BA	6027445	*ALL*	4050	*ALL*	10,000.00	663.00	0.00	9,337.00
2017	BA	6027445	*ALL*	4055	*ALL*	32,000.00	53,009.95	(2,495.00)	(18,514.95)
2017	BA	6027445	*ALL*	4078	*ALL*	1,000.00	2,205.00	0.00	(1,205.00)
2017	BA	6027445	*ALL*	4084	*ALL*	0.00	786.00	0.00	(786.00)
2017	BA	6027445	*ALL*	4085	*ALL*	4,000.00	1,600.57	0.00	2,399.43
2017	BA	6027445	*ALL*	4086	*ALL*	48.00	2.21	0.00	45.79
2017	BA	6027445	*ALL*	4088	*ALL*	824,075.00	798,946.26	0.00	25,128.74
2017	BA	6027445	*ALL*	4089	*ALL*	10,000.00	15,296.85	0.00	(5,296.85)
2017	BA	6027445	*ALL*	4090	*ALL*	5,400.00	6,408.62	0.00	(1,008.62)
2017	BA	6027445	*ALL*	4100	*ALL*	1,000.00	2,333.22	0.00	(1,333.22)
2017	BA	6027445	*ALL*	4110	*ALL*	24,000.00	17,737.48	0.00	6,262.52
2017	BA	6027445	*ALL*	4115	*ALL*	34,000.00	7,816.47	177.73	26,005.80
2017	BA	6027445	*ALL*	4166	*ALL*	25,000.00	13,763.88	2,441.28	8,794.84

# Break



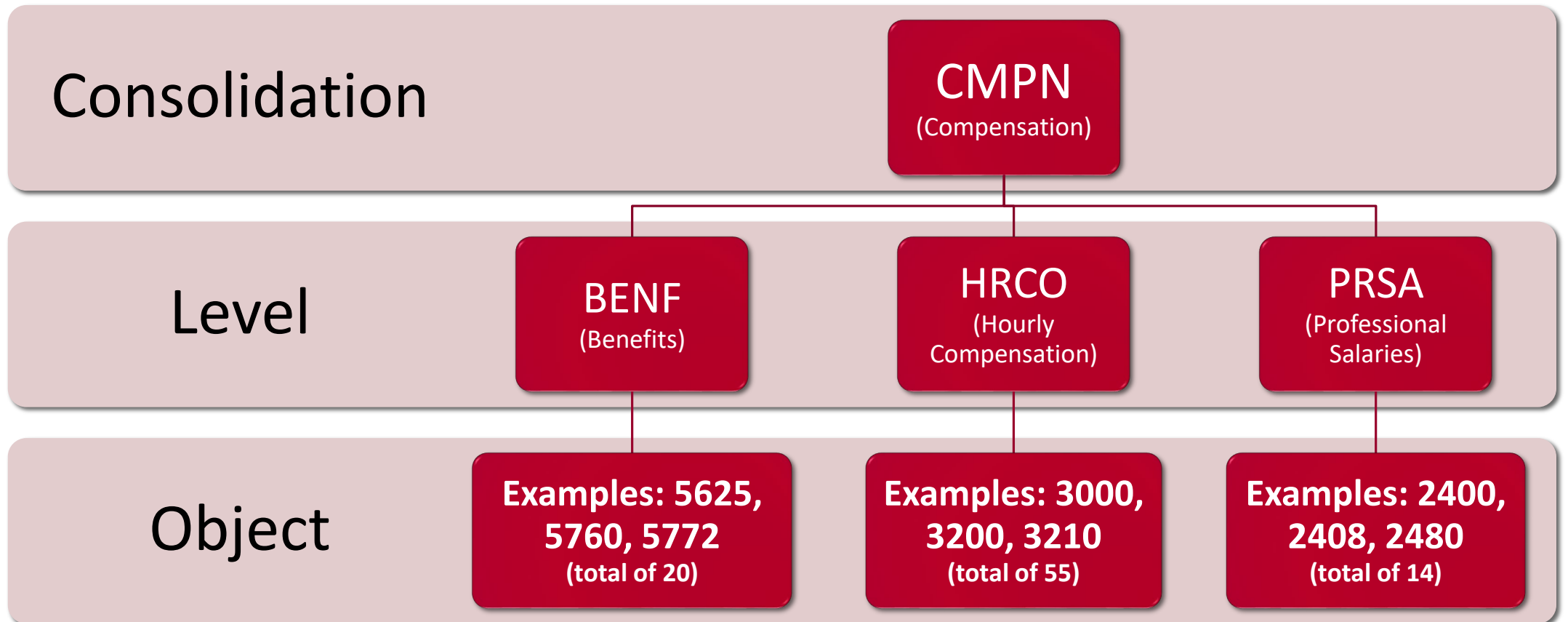
# Balances by Consolidation

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# Consolidation hierarchy example



# Balances by Consolidation lookup

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- Used to check the balances of object consolidations.
- Displays account balances at the summarized object consolidation level.
- Can drill down to look at summarized object levels and summarized object codes.



# Balances by Consolidation example

Search Results										1-5 of 5
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
<a href="#">2018</a>	<a href="#">BL</a>	<a href="#">4348803</a>	*ALL*	A	<a href="#">OTRE</a>	<a href="#">Drill Down</a>	166,766.00	32,747.57	0.00	(134,018.43)
<a href="#">2018</a>	<a href="#">BL</a>	<a href="#">4348803</a>	*ALL*	B	<a href="#">CMPN</a>	<a href="#">Drill Down</a>	57,220.00	20,992.13	25,859.13	10,368.74
<a href="#">2018</a>	<a href="#">BL</a>	<a href="#">4348803</a>	*ALL*	B	<a href="#">GENX</a>	<a href="#">Drill Down</a>	36,763.00	0.00	72,567.00	(35,804.00)
<a href="#">2018</a>	<a href="#">BL</a>	<a href="#">4348803</a>	*ALL*	B	<a href="#">TRVL</a>	<a href="#">Drill Down</a>	11,900.00	0.00	2,727.25	9,172.75
<a href="#">2018</a>	<a href="#">BL</a>	<a href="#">4348803</a>	*ALL*	B	<a href="#">IDEX</a>	<a href="#">Drill Down</a>	60,883.00	11,755.44	52,445.90	(3,318.34)

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Totals				
Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income	166,766.00	32,747.57	0.00	(134,018.43)
Gross Expense	166,766.00	32,747.57	153,599.28	(19,580.85)
Expense (Net Transfer In)	166,766.00	32,747.57	153,599.28	(19,580.85)
			Available Balance	(153,599.28)



# Demo: Balances by Consolidation

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**Log into the production environment:**

**<https://one.iu.edu>**

**“Kuali Financial System”**



# General Ledger Balance

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# General Ledger Balance lookup

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- Used to review account activity trends by month.
- Displays a month-by-month breakdown of activity for an account by object code.



# General Ledger Balance example

Search Results										1-1 of 1	
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount	
<u>2018</u>	<u>UA</u>	<u>2312610</u>	<u>*ALL*</u>	<u>4021</u>	<u>*ALL*</u>	<u>AC</u>	<u>*ALL*</u>	0.00	0.00	119.28	
		<u>July</u>	<u>39.76</u>	<u>October</u>	<u>0.00</u>	<u>January</u>	<u>0.00</u>	<u>April</u>	<u>0.00</u>		
		<u>August</u>	<u>39.76</u>	<u>November</u>	<u>0.00</u>	<u>February</u>	<u>0.00</u>	<u>May</u>	<u>0.00</u>		
		<u>September</u>	<u>39.76</u>	<u>December</u>	<u>0.00</u>	<u>March</u>	<u>0.00</u>	<u>June</u>	<u>0.00</u>		
									<u>Year End</u>	<u>0.00</u>	

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# General Ledger Entry

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# General Ledger Entry lookup

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- Used to review transactions by fiscal period.
- Displays the individual transactions that make up the balance in an account.



# General Ledger Entry example

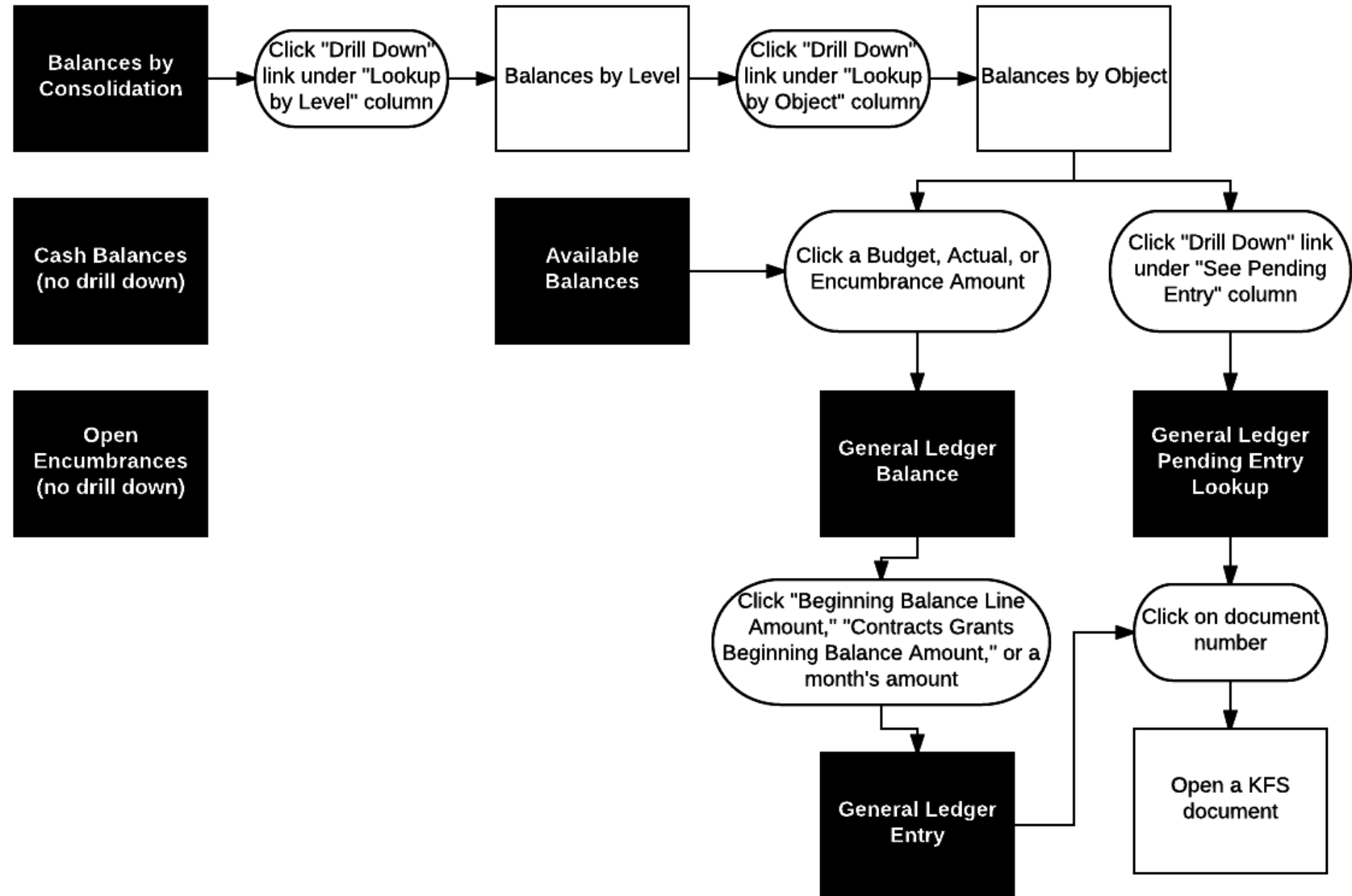
## Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organ Docun Num
<a href="#">2018</a>	<a href="#">UA</a>	<a href="#">2312610</a>	----	<a href="#">4100</a>	---	<a href="#">AC</a>	<a href="#">EX</a>	<a href="#">04</a>	<a href="#">PCDO</a>	<a href="#">01</a>	<a href="#">65825187</a>	B&N @IUB IMU - Big Ten Conf	143.64	D	10/02/2017	
<a href="#">2018</a>	<a href="#">UA</a>	<a href="#">2312610</a>	----	<a href="#">4100</a>	---	<a href="#">AC</a>	<a href="#">EX</a>	<a href="#">04</a>	<a href="#">PCDO</a>	<a href="#">01</a>	<a href="#">65835004</a>	B&N @IUB IMU - Big Ten Conference	55.30	D	10/02/2017	
<a href="#">2018</a>	<a href="#">UA</a>	<a href="#">2312610</a>	<a href="#">TRAIN</a>	<a href="#">9915</a>	---	<a href="#">AC</a>	<a href="#">TE</a>	<a href="#">04</a>	<a href="#">TE</a>	<a href="#">01</a>	<a href="#">65960688</a>	W183 Billing- Sept17	675.00	C	10/09/2017	

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# Drilling down through KFS lookups



# Activity 3

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WHICH LOOKUP?



# Question 1 (do together)

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It is FY17. You've recently started working as an event coordinator in the School of Public Health on the Bloomington campus. In preparation for the upcoming fiscal year, you want to identify when your department spends the most on hospitality (object code 4025) in the 23-450-08 account. In what month or months can you expect hospitality expenses to peak? What lookup should you use to find the answer?



# Activity 3 instructions

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Answer the following questions as though it is FY17.

After you've found the answer, remember to specify which KFS balance inquiry (Available Balances, Balances by Consolidation, General Ledger Balances, General Ledger Entry) you used to find it.



## Question 2

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You work at the Indiana Institute on Disability and Community, a research organization on the Bloomington campus. You are preparing a report about the activity in your department's grant account (46-430-67). You have been asked to include data about year-to-date compensation expenses. How much has been spent on compensation so far this year? What lookup should you use to find the answer?

**Balances by Consolidation; \$110,877.51.**



## Balances By Consolidation Lookup ?

\* Fiscal Year:

\* Chart Code:

\* Account Number:

Sub-Account Number:

Consolidation Option:

Consolidation
  Detail
  Exclude Sub-Accounts

Include Cost Share Sub-Accounts:

Include
  Exclude

Include Pending Ledger Entry:

No
  Approved
  All




## Search Results

1-6 of 6

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
<a href="#">2017</a>	<a href="#">BL</a>	<a href="#">4643067</a>	*ALL*	A	<a href="#">OTRE</a>	<a href="#">Drill Down</a>	605,364.74	322,536.95	0.00	(282,827.79)
<a href="#">2017</a>	<a href="#">BL</a>	<a href="#">4643067</a>	*ALL*	B	<a href="#">CMPN</a>	<a href="#">Drill Down</a>	166,157.00	110,877.51	0.00	55,279.49
<a href="#">2017</a>	<a href="#">BL</a>	<a href="#">4643067</a>	*ALL*	B	<a href="#">GENX</a>	<a href="#">Drill Down</a>	130,275.00	107,814.53	26,720.69	(4,260.22)
<a href="#">2017</a>	<a href="#">BL</a>	<a href="#">4643067</a>	*ALL*	B	<a href="#">TRVI</a>	<a href="#">Drill Down</a>	13,000.00	4,868.62	2,239.50	5,891.88





## Question 3

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You work in Athletics, an auxiliary unit on the Bloomington campus. You've been asked to identify how much the football team spent on non-employee travel (object code 4089) using account 60-274-45 in the month of December. How much did the football team spend? What lookup should you use to find the answer?

**General Ledger Balance; \$884.02.**





## General Ledger Balance Lookup ?

\* Fiscal Year:

2017

\* Chart Code:

BA

\* Account Number:

6027445

Sub-Account Number:

Object Code:

4089

Sub-Object Code:

Balance Type Code:

AC

Object Type Code:

Consolidation Option:

Consolidation  Detail  Exclude Sub-Accounts

Amount View Option:

Monthly  Accumulate

Include Pending Ledger Entry:

No  Approved  All

Search

Clear

Cancel

## Search Results

1-1 of 1

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount
2017	BA	6027445	*ALL*	4089	*ALL*	AC	*ALL*	0.00	0.00	15,296.85
			July	0.00	October	2,386.59	January	4,931.28	April	2,339.60
			August	0.00	November	225.82	February	1,386.92	May	1,471.80
			September	394.33	December	884.02	March	902.95	June	373.54
									Year End	0.00

## Question 4

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A member of the University Budget Office has been invited to speak at a conference at Notre Dame. You need to check if there are enough funds budgeted in account 19-122-01 for In-State Travel (object code 6000) to cover the cost of the trip. How much could you plan to spend on the trip? What lookup should you use to find the answer?

**Available Balances; \$783.75.**



## Available Balances Lookup ?

\* Fiscal Year:

2017

\* Account Number:

1912201

Object Code:

6000

Consolidation Option:

Consolidation  Detail  Exclude Sub-Accounts

\* Chart Code:

UA

Sub-Account Number:

Sub-Object Code:

Include Pending Ledger Entry:

No  Approved  All

Search

Clear

Cancel

## Search Results

1-1 of 1

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
<u>2017</u>	<u>UA</u>	<u>1912201</u>	*ALL*	<u>6000</u>	*ALL*	2,624.00	1,317.11	523.14	783.75

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



## Question 5

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The administrative assistant in the IUB chemistry department asks you how the chemistry department generated \$314.17 of income in January on the 66-247-00 account. What was the source of their income? What lookup should you use to find the answer?



**General Ledger Entry; Plotter Billing.**



## General Ledger Entry Lookup ?

Fiscal Year:

2017

Document Type:

Chart Code:

BL

Origin Code:

Account Number:

6624700

Document Number:

Sub-Account Number:

Organization Document Number:

Object Code:

Project Code:

Sub-Object Code:

Organization Reference Id:

Balance Type Code:

AC

Reference Document Type Code:

Object Type Code:

Reference Origin Code:

Fiscal Period:

07

Reference Document Number:

Pending Entry Approved Indicator:

No  Approved  All

Debit/Credit View:

Include  Exclude

Search

Clear

Cancel

## Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organizational Document Number
<a href="#">2017</a>	<a href="#">BL</a>	<a href="#">6624700</a>	<a href="#">SPLT</a>	<a href="#">1500</a>	---	<a href="#">AC</a>	<a href="#">IN</a>	<a href="#">07</a>	<a href="#">SB</a>	<a href="#">01</a>	<a href="#">57274031</a>	Chemistry Plotter Billing, Dec. 2016	314.17	C	01/18/2017	
<a href="#">2017</a>	<a href="#">BL</a>	<a href="#">6624700</a>	<a href="#">SESR</a>	<a href="#">4012</a>	---	<a href="#">AC</a>	<a href="#">EX</a>	<a href="#">07</a>	<a href="#">SB</a>	<a href="#">01</a>	<a href="#">56158388</a>	CSS Billing for November 1-16, 2016	36.54	D	01/05/2017	
<a href="#">2017</a>	<a href="#">BL</a>	<a href="#">6624700</a>	<a href="#">SESR</a>	<a href="#">8000</a>	---	<a href="#">AC</a>	<a href="#">AS</a>	<a href="#">07</a>	<a href="#">SB</a>	<a href="#">01</a>	<a href="#">56158388</a>	TP Generated Offset	36.54	C	01/05/2017	
<a href="#">2017</a>	<a href="#">BL</a>	<a href="#">6624700</a>	<a href="#">SPLT</a>	<a href="#">8000</a>	---	<a href="#">AC</a>	<a href="#">AS</a>	<a href="#">07</a>	<a href="#">SB</a>	<a href="#">01</a>	<a href="#">57274031</a>	TP Generated Offset	314.17	D	01/18/2017	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



# Wrap-up

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# Next steps

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- Sign up for the financial reports trainings again in 3-12 months.
- Review your reference guides.
- Attend additional FMS trainings:
  - Common KFS Documents.
  - IUIE Financial Reports, Standard Monthly Reports.
- Read the FMS quarterly newsletter.
- Use the documentation on the FMS website.



# Training evaluation

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- Let us know what you thought!
- You will receive an email this afternoon with a link to the survey.
- Feedback is anonymous.

