

Standard Monthly Reports

- 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!





Standard Monthly Reports

FINANCIAL MANAGEMENT SERVICES

Agenda

- Review of report-related terminology.
- Standard Monthly Reports overview and demo.
- Document Type lookups.
- 5-minute break
- Activity 1.
- Activity 2.



Learning objectives

- Generate a Standard Monthly Report packet.
- Interpret the data in a Standard Monthly Report packet for both a general fund and a designated fund account.
- Identify codes for GL transaction documents using the Document Type lookup in KFS.



Terminology review



What is the General Ledger (GL)?

- 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.*

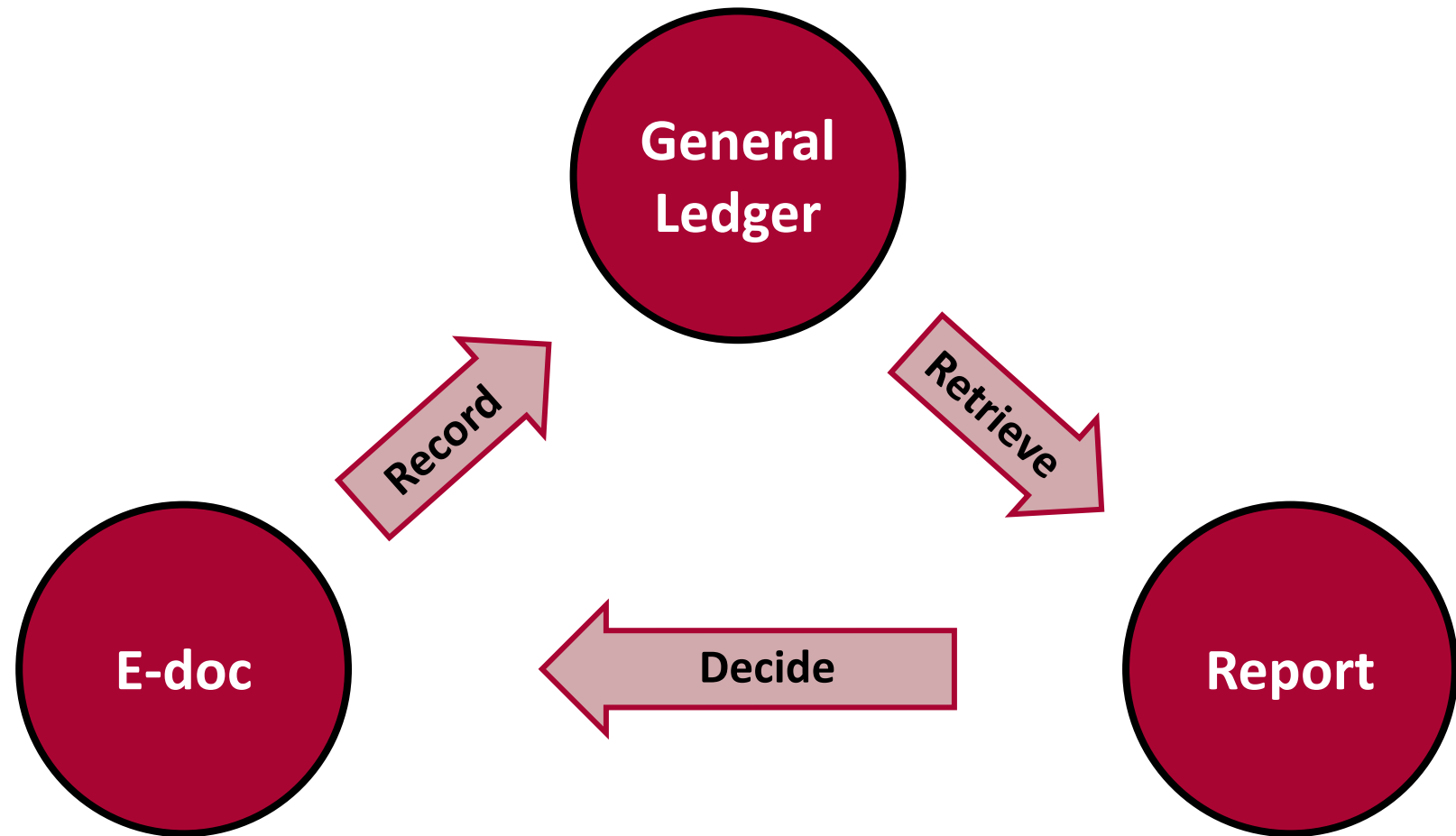


How do we use financial reports?

- 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?



What is a budget?

- 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.

- Base.
- Current.



What are actuals?

- 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?

- Amounts set aside to cover future anticipated expenses.



Name the three most common encumbrances at IU.

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



What are variances?

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

Expense Variance

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

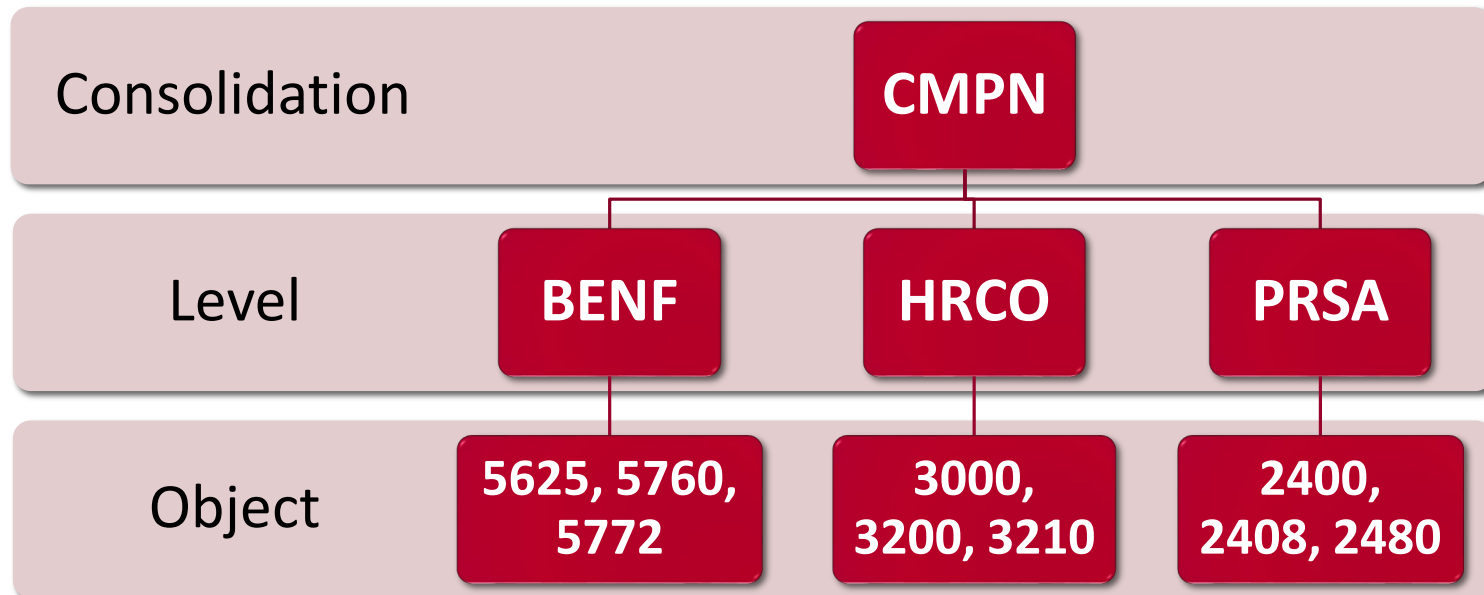
Income Variance

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



What is the consolidation hierarchy?

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



Standard Monthly Reports



Standard Monthly Reports

- Linked report available through IUIE.
 - Report is hosted by FMS.
- Suite of four static, preformatted reports.
- Capture account activity for one fiscal period.
- Email announcement sent to account's fiscal officer the first business day of each month.
- Used to review account activity after the fiscal period has ended.



Four reports

- Monthly Operating Statement (MOS).
 - Summary of financial activity, organized by object code consolidation hierarchy.
- Transaction Listing (TL).
 - Lists actual transactions, budget transactions, and outstanding encumbrances.
- Labor Detail (LD).
 - Lists actual salary and fringe benefit expenses by employee.
- ID Billing.
 - Lists all inter-departmental billing activity for the month.



Demo: Standard Monthly Reports

<https://one.iu.edu>
“IUIE Account View”



Break



Activity 1

EXAMPLE STANDARD MONTHLY REPORTS



Activity 1 instructions

Use the example Standard Monthly Report handout to answer the following questions.

After you've found the answer, specify which report (Monthly Operating Statement or Transaction Listing) you used to find it.



Question 1

How much is currently budgeted for Biweekly Salaries? What report did you use to find the answer?

Monthly Operating Statement; \$55,246.00.



OBJECT	SUB OBJECT	OBJECT CODE	CURRENT BUDGET	JAN. ACTUAL TRANSACTIONS	YTD ACTUAL	OUTSTANDING ENCUMBRANCE	PROJECTED AVAILABLE BALANCE	PCT OF BUDGET
REVENUES								
BAL FORWARD		0110----	1,977.83	.00	.00	.00	(1,977.83)	.00
*** TOTAL OTH REVENUE			1,977.83	.00	.00	.00	(1,977.83)	.00
**** TOTAL REVENUES			1,977.83	.00	.00	.00	(1,977.83)	.00

EXPENDITURES								
PROF SAL		2400----	809,015.00	67,223.18	463,463.64	337,088.00	8,463.36	98.95
** TOTAL PROF SAL			809,015.00	67,223.18	463,463.64	337,088.00	8,463.36	98.95
NON-EX STAFF		2500----	55,245.00	4,650.10	32,697.44	22,759.85	(212.29)	100.38
NON-EX RES		2504----	1.00	.00	.00	.00	1.00	.00
** TOTAL BIWEEK SAL			55,246.00	4,650.10	32,697.44	22,759.85	(211.29)	100.38
FRNG BEN CST		5625----	97,662.00	8,121.76	56,066.33	40,662.81	932.86	99.04
FICA		5760----	60,498.00	5,031.17	34,731.21	25,189.37	577.42	99.05
RETIRE EXMPT		5772----	153,713.00	12,772.40	88,058.03	64,046.70	1,608.27	98.95
RETIRE NXMPT		5773----	4,806.00	404.55	2,844.71	1,980.12	(18.83)	100.39
** TOTAL BENEFITS			316,679.00	26,329.88	181,700.28	131,879.00	3,099.72	99.02
*** TOTAL COMPENS			1,180,940.00	98,203.16	677,861.36	491,726.85	11,351.79	99.04



Question 2

The Monthly Operating Statement lists, on page 2, that \$888.42 went toward out-of-state travel in January. Who traveled? What report did you use to find the answer?

Transaction Listing; Bruce Wayne, Barbara Gordon.



02/04/17

FOR THE MONTH ENDING JAN. 31, 2017 EFFECTIVE DATE: 07/01/93
 PERIOD: 07 EXPIRATION DATE:
 MONTHLY OPERATING STATEMENT SUB FUND GROUP: GENFND
 REPORT ID: MOS_RPT

ACCOUNT NUMBER: 1234567 ----- BL
 FISCAL OFFICER: WAYNE, BRUCE
 ACCOUNT TITLE: FOLK MUSIC
 SUB-ACCOUNT TITLE:
 ORGANIZATION TITLE: FOLKLORE
 RC TITLE: COAS

OBJECT	SUB OBJECT	OBJECT CODE	CURRENT BUDGET	JAN. ACTUAL TRANSACTIONS	YTD ACTUAL	OUTSTANDING ENCUMBRANCE	PROJECTED AVAILABLE BALANCE	PCT OF BUDGET
INDY RECRUIT		6070	00	(04.20)	.00	.00	.00	.00
OTST TRVL		6100----	13,224.00	888.42	3,509.59	1,318.96	8,395.45	36.51
*** TOTAL TRAVEL			16,424.00	888.42	6,060.40	1,318.96	9,044.64	44.93
**** TOTAL EXPENDITURES			1,255,803.00	106,041.55	717,142.49	493,072.26	45,588.25	96.37

INFORMATION ABOUT THIS REPORT
 ASTERISKS HAVE BEEN ADDED NEXT TO THE VARIOUS SUBTOTALS TO HELP IDENTIFY THE LEVEL OF SUBTOTALING.
 OBJECT TYPE SUBTOTALS WILL HAVE FOUR ASTERISKS, CONSOLIDATION SUBTOTALS WILL HAVE
 THREE ASTERISKS, AND LEVEL SUBTOTALS WILL HAVE TWO ASTERISKS.



OBJECT CODE	DOC TYPE	DOCUMENT NUMBER	DESCRIPTION	REFERENCE DOCUMENT NUMBER	ORG DOCUMENT NUMBER	PROJECT CODE	AMOUNT	ORG REFERENCE ID
5625----	PAY	B03011717	NORMAL PAYROLL ACTIVITY				240.10	
5625----	PAY	B04013117	NORMAL PAYROLL ACTIVITY				240.12	
5625----	PAY	M05013117	NORMAL PAYROLL ACTIVITY				7,596.23	
5625----	PAYA	ACCR-0606	PAYROLL ACCRUALS				213.33	
5625----	PAYN	ACPR02/10	PAYROLL ACCRUAL REVERSAL				(408.13)	
5760----	PAY	B02010317	NORMAL PAYROLL ACTIVITY				148.74	
5760----	PAY	B03011717	NORMAL PAYROLL ACTIVITY				148.73	
5760----	PAY	B04013117	NORMAL PAYROLL ACTIVITY				148.74	
5760----	PAY	M05013117	NORMAL PAYROLL ACTIVITY				4,705.61	
5760----	PAYA	ACCR-0606	PAYROLL ACCRUALS				132.16	
5760----	PAYN	ACPR02/10	PAYROLL ACCRUAL REVERSAL				(252.81)	
5772----	PAY	M05013117	NORMAL PAYROLL ACTIVITY				12,772.40	
5773----	PAY	B02010317	NORMAL PAYROLL ACTIVITY				184.85	
5773----	PAY	B03011717	NORMAL PAYROLL ACTIVITY				184.87	
5773----	PAY	B04013117	NORMAL PAYROLL ACTIVITY				184.83	
5773----	PAYA	ACCR-0606	PAYROLL ACCRUALS				164.23	
5773----	PAYN	ACPR02/10	PAYROLL ACCRUAL REVERSAL				(314.23)	
6000----	DI	QN3864010	Move travel expense		TR202981		94.30	
6070----	DI	QN3864010	Move travel expense		TR202981		(94.30)	
6100----	CHKD	100426722	BRUCE WAYNE	P3C003	TR397675		563.92	
6100----	ID13	TR397675	BARBARA GORDON		FMOP3C010		289.50	UA/TRMS
6100----	ID13	TR397675	BARBARA GORDON		FMOP3C010		35.00	UA/TRMS
TOTAL FOR ACTUAL EXPENDITURES							106,041.55	

Question 3

What document type(s) was/were used to process this month's out-of-state travel expenditures? Use KFS to look up the Doc Type abbreviation(s).



Transaction Listing; CHKD and ID13.

OBJECT CODE	DOC TYPE	DOCUMENT NUMBER	DESCRIPTION	REFERENCE DOCUMENT NUMBER	ORG DOCUMENT NUMBER	PROJECT CODE	AMOUNT	ORG REFERENCE ID
5625----	PAY	B03011717	NORMAL PAYROLL ACTIVITY				240.10	
5625----	PAY	B04013117	NORMAL PAYROLL ACTIVITY				240.12	
5625----	PAY	M05013117	NORMAL PAYROLL ACTIVITY				7,596.23	
5625----	PAYA	ACCR-0606	PAYROLL ACCRUALS				213.33	
5625----	PAYN	ACPR02/10	PAYROLL ACCRUAL REVERSAL				(408.13)	
5760----	PAY	B02010317	NORMAL PAYROLL ACTIVITY				148.74	
5760----	PAY	B03011717	NORMAL PAYROLL ACTIVITY				148.73	
5760----	PAY	B04013117	NORMAL PAYROLL ACTIVITY				148.74	
5760----	PAY	M05013117	NORMAL PAYROLL ACTIVITY				4,705.61	
5760----	PAYA	ACCR-0606	PAYROLL ACCRUALS				132.16	
5760----	PAYN	ACPR02/10	PAYROLL ACCRUAL REVERSAL				(252.81)	
5772----	PAY	M05013117	NORMAL PAYROLL ACTIVITY				12,772.40	
5773----	PAY	B02010317	NORMAL PAYROLL ACTIVITY				184.85	
5773----	PAY	B03011717	NORMAL PAYROLL ACTIVITY				184.87	
5773----	PAY	B04013117	NORMAL PAYROLL ACTIVITY				184.83	
5773----	PAYA	ACCR-0606	PAYROLL ACCRUALS				164.23	
5773----	PAYN	ACPR02/10	PAYROLL ACCRUAL REVERSAL				(314.23)	
6000----	DI	QN3864010	Move travel expense		TR202981		94.30	
6070----	DI	QN3864010	Move travel expense		TR202981		(94.30)	
6100----	CHKD	00426722	BRUCE WAYNE	P3C003	TR397675		563.92	
6100----	ID13	R397675	BARBARA GORDON		FMOP3C010		289.50	UA/TRMS
6100----	ID13	R397675	BARBARA GORDON		FMOP3C010		35.00	UA/TRMS
TOTAL FOR ACTUAL EXPENDITURES							106,041.55	

Document Type Lookup ?

* required field

Parent Name:	<input type="text"/>
Name:	<input type="text" value="CHKD"/>
Label:	<input type="text"/>
Id:	<input type="text"/>
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

<u>Id</u>	<u>Name</u>	<u>Parent Name</u>	<u>Label</u>	<u>Active Indicator</u>	<u>Application ID</u>
<u>11597957</u>	CHKD	<u>FSLO</u>	Check Disbursement	Yes	KFS (Inherited from Parent)

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



Document Type Lookup ?

* required field

Parent Name:	<input type="text"/>
Name:	<input type="text" value="ID13"/>
Label:	<input type="text"/>
Id:	<input type="text"/>
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

<u>Id</u>	<u>Name</u>	<u>Parent Name</u>	<u>Label</u>	<u>Active Indicator</u>	<u>Application ID</u>
<u>11598231</u>	ID13	<u>FSLO</u>	Travel Management Services ID Billing	Yes	KFS (Inherited from Parent)

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



Question 4

How much was spent on the copy machine (object code 4110) in the month of January? What report did you use to find the answer?

Monthly Operating Statement; \$780.61.



OBJECT	SUB OBJECT	OBJECT CODE	CURRENT BUDGET	JAN. ACTUAL TRANSACTIONS	YTD ACTUAL	OUTSTANDING ENCUMBRANCE	PROJECTED AVAILABLE BALANCE	PCT OF BUDGET
REVENUES								
BAL FORWARD		0110----	1,977.83	.00	.00	.00	(1,977.83)	.00
*** TOTAL OTH REVENUE			1,977.83	.00	.00	.00	(1,977.83)	.00
**** TOTAL REVENUES			1,977.83	.00	.00	.00	(1,977.83)	.00

EXPENDITURES								
PROF SAL		2100----	809,815.00	67,220.18	463,463.64	088.00	9,463.36	98.95
COMPENS			180,740.00	90,740.00	1,780.36	0.00	11,740.00	99.90
CONT ORD SUP		4010----	3,000.00	58.90	1,428.33	26.45	1,545.22	48.49
NETWORK FEES		4021----	1,518.00	146.25	1,023.75	.00	494.25	67.44
PUBL OUTSIDE		4055----	568.00	.00	63.00	.00	505.00	11.09
CONF/WRKSHPS		4078----	3,300.00	60.00	90.00	.00	3,210.00	2.73
TEL SPEC SRV		4084----	225.00	18.75	131.25	.00	93.75	58.33
TEL MNTH RNT		4085----	8,155.00	679.61	4,814.27	.00	3,340.73	59.03
TEL LONG DIS		4086----	500.00	24.30	191.04	.00	308.96	38.21
COPY MACHINE		4110----	4,400.00	780.61	2,421.56	.00	1,978.44	55.04
PRINT/DOF		4188----	3,270.00	.00	2,772.21	.00	497.79	84.78
CTRL POSTAGE		4308----	.00	.00	1.48	.00	(1.48)	.00
SFTWR PURCH		4616----	.00	.00	99.00	.00	(99.00)	.00
SFTWR MAIN		4617----	750.00	19.84	630.59	.00	119.41	84.08
RENT SPACE		4680----	29,550.00	5,060.46	17,711.61	.00	11,838.39	59.94
REPAR MAIN		4700----	75.00	80.00	246.00	.00	(171.00)	328.00
SUPP EXP		5000----	1,175.00	.00	455.00	.00	720.00	38.72
FRGHT HAUL		5027----	1,553.00	21.25	641.64	.00	911.36	41.32
MEMBR FEE		5050----	400.00	.00	500.00	.00	(100.00)	125.00
*** TOTAL GEN EXP			58,439.00	6,949.97	33,220.73	26.45	25,191.82	56.89
INDY TRVL		6000----	3,200.00	94.30	2,529.81	.00	670.19	79.06
INST PERDIEM		6040----	.00	.00	21.00	.00	(21.00)	.00



Question 5

How much (in dollars) has been spent on the copy machine so far this fiscal year? What percent of the budget has been spent? What report did you use to find the answer?

Monthly Operating Statement; \$2,421.56, 55.04%.



OBJECT	SUB OBJECT	OBJECT CODE	CURRENT BUDGET	JAN. ACTUAL TRANSACTIONS	YTD ACTUAL	OUTSTANDING ENCUMBRANCE	PROJECTED AVAILABLE BALANCE	PCT OF BUDGET
REVENUES								
BAL FORWARD		0110----	1,977.83	.00	.00	.00	(1,977.83)	.00
*** TOTAL OTH REVENUE			1,977.83	.00	.00	.00	(1,977.83)	.00
**** TOTAL REVENUES			1,977.83	.00	.00	.00	(1,977.83)	.00

EXPENDITURES								
PROF SAL		2100----	809,815.00	67,220.18	163,463.64	088.00	9,163.36	98.95
COMPENS			180,740.00	90,120.00	170,130.00	11,000.00	11,000.00	99.00
CONT ORD SUP		4010----	3,000.00	58.90	1,428.33	26.45	1,545.22	48.49
NETWORK FEES		4021----	1,518.00	146.25	1,023.75	.00	494.25	67.44
PUBL OUTSIDE		4055----	568.00	.00	63.00	.00	505.00	11.09
CONF/WRKSHPS		4078----	3,300.00	60.00	90.00	.00	3,210.00	2.73
TEL SPEC SRV		4084----	225.00	18.75	131.25	.00	93.75	58.33
TEL MNTH RNT		4085----	8,155.00	679.61	4,814.27	.00	3,340.73	59.03
TEL LONG DIS		4086----	500.00	24.30	101.04	.00	308.96	38.21
COPY MACHINE		4110----	4,400.00	780.61	2,421.56	.00	1,978.44	55.04
PRINT/DOE		4100----	3,270.00	.00	2,772.21	.00	497.79	84.78
CTRL POSTAGE		4308----	.00	.00	1.48	.00	(1.48)	.00
SFTWR PURCH		4616----	.00	.00	99.00	.00	(99.00)	.00
SFTWR MAIN		4617----	750.00	19.84	630.59	.00	119.41	84.08
RENT SPACE		4680----	29,550.00	5,060.46	17,711.61	.00	11,838.39	59.94
REPAR MAIN		4700----	75.00	80.00	246.00	.00	(171.00)	328.00
SUPP EXP		5000----	1,175.00	.00	455.00	.00	720.00	38.72
FRGHT HAUL		5027----	1,553.00	21.25	641.64	.00	911.36	41.32
MEMBR FEE		5050----	400.00	.00	500.00	.00	(100.00)	125.00
*** TOTAL GEN EXP			58,439.00	6,949.97	33,220.73	26.45	25,191.82	56.89
INDY TRVL		6000----	3,200.00	94.30	2,529.81	.00	670.19	79.06
INST PERDIEM		6040----	.00	.00	21.00	.00	(21.00)	.00



Question 6

How much did this department spend on freight and hauling (object code 5027) on behalf of James Gordon? What report did you use to find the answer?

Transaction Listing; \$6.95.



OBJECT CODE	DOC TYPE	DOCUMENT NUMBER	DESCRIPTION	REFERENCE DOCUMENT NUMBER	ORG DOCUMENT NUMBER	PROJECT CODE	AMOUNT	ORG REFERENCE ID
EXPENDITURES ACTUAL								
2400----	PAY	M05013117	NORMAL PAYROLL ACTIVITY				67,223.18	
2500----	PAY	B02010317	NORMAL PAYROLL ACTIVITY				2,124.80	
2500----	PAY	B03011717	NORMAL PAYROLL ACTIVITY				2,124.80	
2500----	PAY	B04013117	NORMAL PAYROLL ACTIVITY				2,124.80	
2500----	PAYA	ACCR-0606	PAYROLL ACCRUALS				1,887.83	
2500----	PAYN	ACPR02/03	PAYROLL ACCRUAL REVERSAL				(3,612.13)	
4010----	EB07	488296010	CORP EXPRS,ROUTE #3 HARVEY DENT	C0300733			(127.02)	UA/PUR
4010----	EB07	608902031	CORP EXPRS,BRUCE WAYNE	C0315146			185.92	UA/PUR
4010----	PCDO	CL5751910	FOLKLORE X/STAPLES #941				(59.99)	
4010----	PCDO	EM3931510	FOLKLORE X/STAPLES #941				59.99	
4617----	PCDO	VD4583910	FOLKLORE X/EDI INTEGRATION				19.84	
4680----	SB	UD5983410	Poplars Space Rental				2,530.23	
4680----	SB	W03956610	Poplars Space Rental				2,530.23	
4700----	PCDO	EM3931510	FOLKLORE X/LASER TECH INC				80.00	
5027----	ID14	452278551	FEDEX AB 790666392706 DICK GRAYSON				7.35	UA/FMS
5027----	ID14	457029456	FEDEX AB 792175222023 JAMES GORDON				6.95	UA/FMS
5625----	PAY	B02010317	NORMAL PAYROLL ACTIVITY				240.11	

Activity 2

RUN A STANDARD MONTHLY REPORT



Activity 2 instructions

You're contacted by Jane, an administrative assistant in the Office of the Treasurer. She has some questions about the December 2017 Standard Monthly Report packet for account 23-128-00. Generate your own packet so you can answer the following questions.

After you've found the answer, specify which report (Monthly Operating Statement or Transaction Listing) you used to find it.



Activity 2: Generate reports

**<https://one.iu.edu>
“IUIE Account View”**



Question 1

Jane tells you that the Office of the Treasurer takes in revenue on this account at a steady rate throughout the year. Is this account on track to meet its budgeted income for FY18?

Monthly Operating Statement; No.



FOR THE MONTH ENDING DEC 31, 2017 EFFECTIVE DATE: 04/28/1999
 PERIOD: 06 EXPIRATION DATE:
 MONTHLY OPERATING STATEMENT SUB FUND GROUP: DESIGNATED OTHER FUNDS
 REPORT ID: MOS_RPT

ACCOUNT NUMBER: 2312800 ----- UA
 FISCAL OFFICER: Estell, Bonnie J
 ACCOUNT TITLE: PAYMENT TECHNOLOGY
 SUB-ACCOUNT TITLE:
 ORGANIZATION TITLE: TREASURER'S OFFICE
 RC TITLE: VP & CFO

OBJECT	SUB OBJECT	OBJECT CODE	CURRENT BUDGET	DEC. ACTUAL TRANSACTIONS	YTD ACTUAL	OUTSTANDING ENCUMBRANCE	PROJECTED AVAILABLE BALANCE	PCT OF BUDGET
REVENUES								
OTHR INC		1800----	360,000.00	0.00	162,089.02	0.00	(197,910.98)	45.02
**** TOTAL REVENUES			360,000.00	0.00	162,089.02	0.00	(197,910.98)	45.02

EXPENDITURES								
CONV COMM		4021----	0.00	4.47	26.82	0.00	(26.82)	0.00
OFF SUPPLIES		4100----	1,100.00	0.00	0.00	1,100.00	0.00	100.00
APPLICATIONS		4105----	84,000.00	7,000.00	42,000.00	49,000.00	(7,000.00)	108.33
CONTRC SRV		4509----	96,500.00	0.00	0.00	65,500.00	31,000.00	67.88
RENT EQUIP		4620----	0.00	0.00	(139,093.47)	0.00	139,093.47	0.00
BNK SRV CHRG		5010----	0.00	7,323.06	32,204.67	0.00	(32,204.67)	0.00
*** TOTAL GEN EXP			181,600.00	14,327.53	(64,861.98)	115,600.00	130,861.98	27.94

Question 2

What document type(s) was/were used to process this month's bank service charge (object code 5010) transactions?



Transaction Listing; CCCH, DI, and IB.

OBJECT CODE	DOC TYPE	DOCUMENT NUMBER	DESCRIPTION	REF DOC TYPE	REFERENCE DOCUMENT NUMBER	ORG DOCUMENT NUMBER	PROJECT CODE	AMOUNT	ORG REF ID
EXPENDITURES									
ACTUAL									
4021----	ID04	DECTELCOM	MONTHLY TELECOMMUNICATION CHARGES					4.47	
4105----	PREQ	68354658	Nelnet Business Solutions Inc	PO	2016747			7,000.00	
5010----	CCCH	YAN171205	CC SET FEE FOR PERIOD ENDING 11/30/2017			2808113		364.94	FEE
5010----	CCCH	YAN171213	CC SET FEE FOR PERIOD ENDING 11/30/2017			06479		111.30	FEE
5010----	CCCH	YAN171213	CC SET FEE FOR PERIOD ENDING 11/30/2017			05924		13.97	FEE
5010----	CCCH	YAN171213	CC SET FEE FOR PERIOD ENDING 11/30/2017			05833		17.19	FEE
5010----	CCCH	YAN171213	CC SET FEE FOR PERIOD ENDING 11/30/2017			06719		2,147.42	FEE
5010----	CCCH	YAN171213	CC SET FEE FOR PERIOD ENDING 11/30/2017			06651		3.97	FEE
5010----	CCCH	YAN171213	CC SET FEE FOR PERIOD ENDING 11/30/2017			05789		50.16	FEE
5010----	CCCH	YAN171213	CC SET FEE FOR PERIOD ENDING 11/30/2017			05858		5,014.66	FEE
5010----	CCCH	YAN171213	CC SET FEE FOR PERIOD ENDING 11/30/2017			06035		60.84	FEE
5010----	DI	68068980	Nov wireless credit card trans					(516.89)	
5010----	IB	MEX05/17	AMERICAN EXPRESS DISC FEES FOR NOVEMBER					55.50	
TOTAL FOR ACTUAL EXPENDITURES								14,327.53	



Document Type Lookup ?

* required field

Parent Name:	<input type="text"/>
Name:	<input type="text" value="CCCH"/>
Label:	<input type="text"/>
Id:	<input type="text"/>
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

<u>Id</u>	<u>Name</u>	<u>Parent Name</u>	<u>Label</u>	<u>Active Indicator</u>	<u>Application ID</u>
11598190	CCCH	FSLO	Credit Card Charges	Yes	KFS (Inherited from Parent)

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

Document Type Lookup ?

	Parent Name: 🔍	
	Name: DI	<input style="width: 95%;" type="text"/>
	Label:	<input style="width: 95%;" type="text"/>
	Id:	<input style="width: 70%;" type="text"/>
	Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

42 items retrieved, displaying all items.

Id	Name	Parent Name	Label	Active Indicator
450634	EPICCreditMemo	EPICParentDoc	EPIC Credit Memo	Yes
11152664	OVPRA.InternalFundingRequest	OVPRA	Internal Funding Request	Yes
1159799	DI	FP	Distribution Of Income And Expense	Yes
14268338	OVPRA.FinancialConflictDisclosure.2012-A	OVPRA.RoutingLevel	(OVPRA) Office of the VP for Research Admin 2012-2013	Yes
16693079	AgendaEditorMaintenanceDocument	RiceDocument	KRMS Agenda Editor Maintenance Document	Yes
20692999	HoldingTaxLotMaintenanceDocument	TufInvestmentAccountingMaintenanceDocuments	Holding Tax Lot Maintenance Document	Yes

Parent Name:

Name:

Label:

Id:

Active Indicator: Yes No Both

11 items retrieved, displaying all items.

<u>Id</u>	<u>Name</u>	<u>Parent Name</u>	<u>Label</u>	<u>Active Indicator</u>
2362547	KualiBaseDocument		KualiBaseDocument	Yes
6185809	IdentityManagementReviewResponsibilityMaintenanceDocument	IdentityManagementDocument	Responsibility Maintenance Document	Yes
8705826	DistributionMaintenanceDocument	KcAwardsMaintenanceDocument	Osp Distribution	Yes
8679949	AreaOfResponsibilityMaintenanceDocument	RiceDocument	Area of Responsibility Maintenance Document Group	Yes
8705822	CustomAttributeDocumentMaintenanceDocument	KcSharedMaintenanceDocument	CustomAttributeDocument Maintenance Document	Yes
8705827	CustomAttributeMaintenanceDocument	KcSharedMaintenanceDocument	CustomAttribute Maintenance Document	Yes
11598002	IB	FP	Internal Billing	Yes
20693005	ResponsibleAdministrationCodeMaintenanceDocument	IufAdminMaintenanceDocuments	Responsible Administration Code Maintenance Document	Yes
26787894	KcPersonExtendedAttributesMaintenanceDocument	KcMaintenanceDocument	Person	Yes
27586477	PrincipalHRAttributesMaintenanceDocumentType	KPMEDocument	Principal HR Attributes Document	Yes
30983149	VSS.GIBillBenefits.Type		GI Bill Benefits	Yes

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

Question 3

How many open encumbrances are there on this account? Are they likely external, internal, or pre-encumbrances?



Transaction Listing; 3 - EX

OBJECT CODE	DOC TYPE	DOCUMENT NUMBER	DESCRIPTION	REF DOC TYPE	REFERENCE DOCUMENT NUMBER	ORG DOCUMENT NUMBER	PROJECT CODE	AMOUNT	ORG REF ID
EXPENDITURES ACTUAL									
4021	----	100	EXPENSE FROM MONTHLY TELECOMMUNICATION CHARGES					14,327.53	
510	----	105	AMERICAN EXPRESS OR NO. 10					55.50	
TOTAL FOR ACTUAL EXPENDITURES								14,327.53	

OPEN ENCUMBRANCES

4100	----	PO	1309411	General Credit Forms Inc.				1,100.00	
4105	----	PO	2016747	Nelnet Business Solutions Inc				49,000.00	
4509	----	PO	1591115	Merchant Preservation Services, LLC				65,500.00	



Question 4

What was the account's beginning cash balance in December (excluding sub-accounts)? What was its ending cash balance?

Transaction Listing; \$268,915.87 and \$254,588.34



OBJECT CODE	DOC TYPE	DOCUMENT NUMBER	DESCRIPTION	REF DOC TYPE	REFERENCE DOCUMENT NUMBER	ORG DOCUMENT NUMBER	PROJECT CODE	AMOUNT	ORG REF ID
EXPENDITURES									
ACTUAL									
40	---	ID04	MONTHLY TELECOMMUNICATION CHARGES					4.47	
41	---	PO 174	New Business Solutions In.					000.00	
4509	---	PO 1591115	Merchant Preservation Services, LLC					65,500.00	

CASH BALANCE			
BEGINNING OF MONTH:	268,915.87	CHANGE IN CASH BALANCE:	(14,327.53)
		CURRENT CASH BALANCE:	254,588.34

THE MONTHLY OPERATING STATEMENT TRANSACTION LISTING PROVIDES A LISTING OF ACTUAL AND BUDGET TRANSACTIONS AND A LISTING OF OUTSTANDING ENCUMBRANCES. THE ENCUMBRANCES INCLUDE INTERNAL, EXTERNAL, AND PRE-ENCUMBRANCES. TRANSACTIONS WITH DESCRIPTIONS BEGINNING WITH 'AUTO PR CHXXXXXXXX' ARE CONTINUATION ACCOUNT TRANSACTIONS. THE CHART WHERE THE TRANSACTION ORIGINATED WILL REPLACE THE CHARACTERS CH, AND THE ACCOUNT NUMBER WILL REPLACE THE XXXXXX.



Question 5

What might be the cause of the negative value in the year-to-date actuals column for equipment rental (object code 4620)?

Monthly Operating Statement; DI or refund.



OBJECT	SUB OBJECT	OBJECT CODE	CURRENT BUDGET	DEC. ACTUAL TRANSACTIONS	YTD ACTUAL	OUTSTANDING ENCUMBRANCE	PROJECTED AVAILABLE BALANCE	PCT OF BUDGET
REVENUES								
OTHR INC		1800----	360,000.00	0.00	162,089.02	0.00	(197,910.98)	45.02
***	TOTAL OTH REVENUE		360,000.00	0.00	162,089.02	0.00	(197,910.98)	45.02
****	TOTAL REVENUES		360,000.00	0.00	162,089.02	0.00	(197,910.98)	45.02

EXPENDITURES								
CONV COMM		4021----	0.00	4.47	26.82	0.00	(26.82)	0.00
OFF SUPPLIES		4100----	1,100.00	0.00	0.00	1,100.00	0.00	100.00
APPLICATIONS		4105----	84,000.00	7,000.00	42,000.00	49,000.00	(7,000.00)	108.33
GEN EXP		4600----	96,500.00	0.00	0.00	65,500.00	31,000.00	67.88
RENT EQUIP		4620----	0.00	0.00	(139,093.47)	0.00	139,093.47	0.00
ENR SVY CHRG		5010----	0.00	7,323.06	32,204.67	0.00	(32,204.67)	0.00
***	TOTAL GEN EXP		181,600.00	14,327.53	(64,861.98)	115,600.00	130,861.98	27.94
USE OF CASH		7971----	(143,315.00)	0.00	0.00	0.00	(143,315.00)	0.00
***	TOTAL RESERVES		(143,315.00)	0.00	0.00	0.00	(143,315.00)	0.00



Question 6

What data would you use from the Monthly Operating Statement to calculate the main account's ending cash balance (excluding sub-accounts)?

July 1 Cash Balance + YTD Income - YTD Expenses.



OBJECT	SUB OBJECT	OBJECT CODE	CURRENT BUDGET	DEC. ACTUAL TRANSACTIONS	YTD ACTUAL	OUTSTANDING ENCUMBRANCE	PROJECTED AVAILABLE BALANCE	PCT OF BUDGET
REVENUES								
OTHR INC		1800----	360,000.00	0.00	162,089.02	0.00	(197,910.98)	45.02
***	TOTAL OTH REVENUE		360,000.00	0.00	162,089.02	0.00	(197,910.98)	45.02
****	TOTAL REVENUES		360,000.00	0.00	162,089.02	0.00	(197,910.98)	45.02

EXPENDITURES								
CONV COMM		4021----	0.00	4.47	26.82	0.00	(26.82)	0.00
OFF SUPPLIES		4100----	1,100.00	0.00	0.00	1,100.00	0.00	100.00
APPLICATIONS		4105----	84,000.00	7,000.00	42,000.00	49,000.00	(7,000.00)	108.33
CONTRC SRV		4509----	96,500.00	0.00	0.00	65,500.00	31,000.00	67.88
RENT EQUIP		4620----	0.00	0.00	(139,093.47)	0.00	139,093.47	0.00
BNK SRV CHRG		5010----	0.00	7,323.06	32,204.67	0.00	(32,204.67)	0.00
***	TOTAL GEN EXP		181,600.00	14,327.53	(64,861.98)	115,600.00	130,861.98	27.94
USE OF CASH		7971----	(143,315.00)	0.00	0.00	0.00	(143,315.00)	0.00
***	TOTAL RESERVES		(143,315.00)	0.00	0.00	0.00	(143,315.00)	0.00
TRANSFER OUT		9900----	321,715.00	0.00	0.00	0.00	321,715.00	0.00
***	TOTAL TRANSFER		321,715.00	0.00	0.00	0.00	321,715.00	0.00
****	EXPENDITURES GROSS		360,000.00	14,327.53	(64,861.98)	115,600.00	309,261.98	14.09
****	EXPENDITURES NET TRANSFERS IN		360,000.00	14,327.53	(64,861.98)	115,600.00	309,261.98	14.09

$$27,637.34 + 162,089.02 - (-64,861.98) = 254,588.34$$

Cash balance equations

Simple

$$\begin{array}{r} \text{July 1 Cash Balances} \\ + \quad \text{YTD Income} \\ - \quad \text{YTD Expense} \\ \hline \text{Ending cash balance} \end{array}$$

More common

$$\begin{array}{r} \text{July 1 Cash Balances} \\ + \quad \text{YTD Income} \\ - \quad \text{YTD Expense} \\ + \quad \Delta \text{ in Liabilities} \\ - \quad \underline{\Delta \text{ in Assets}} \\ \text{Ending cash balance} \end{array}$$



Wrap-up



Next steps

- Sign up for these trainings again in 3-12 months.
- Review your reference guides.
- Attend additional FMS trainings:
 - Common KFS Documents.
- Read the FMS quarterly newsletter.
- Use the documentation on the FMS website.
- Contact Customer Service



Training evaluation

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

