

STANDARD MONTHLY REPORTS: ACTIVITIES

ACTIVITY 1: EXAMPLE STANDARD MONTHLY REPORTS

Use the example Standard Monthly Report handout to answer the following questions. After you've found the answer, specify whether you used the Monthly Operating Statement or Transaction Listing.

1. How much is currently budgeted for Biweekly Salaries?
2. The Monthly Operating Statement lists, on page 2, that \$888.42 went toward out-of-state travel in January. Who traveled?
3. What document type(s) was/were used to process this month's out-of-state travel expenditures?
4. How much was spent on the copy machine (object code 4110) in the month of January?
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?
6. How much did this department spend on freight and hauling (object code 5027) on behalf of James Gordon?

ACTIVITY 2: RUN A STANDARD MONTHLY REPORT

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.

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?
2. What document type(s) was/were used to process this month's bank service charge (object code 5010) transactions?
3. How many open encumbrances are there on this account? Are they likely external, internal, or pre-encumbrances?
4. What was the account's **beginning of month cash balance** in December (excluding sub-accounts)? What is its **current cash balance**?
5. What might be the cause of the negative value in the year-to-date actuals column for equipment rental (object code 4620)?