

## KFS BALANCE INQUIRIES: ACTIVITIES

### ACTIVITY 1: FMS'S DESIGNATED FUND

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Answer the following questions about FMS' designated fund account, 23-126-10, as though it is FY17.

1. Did FMS expect to have income on this account in FY17? How do you know?
2. What unplanned expenses did FMS have in FY17? How do you know?
3. What does object code 4025 represent?
4. What caused FMS to go over budget on object code 4025?
5. Which subaccount has the highest variance on a single object code?

### ACTIVITY 2: AVAILABLE BALANCES

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

1. 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?
2. 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.
3. 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.

### ACTIVITY 3: WHICH LOOKUP?

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Answer the following questions as though it is FY17. After you've found the answer, remember to specify whether you used the Available Balances, Balances by Consolidation, General Ledger Balance, or General Ledger Entry lookup.

1. 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?
2. 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?
3. 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?
4. 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?
5. 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?