IUIE FINANCIAL REPORTS: REFERENCE GUIDE

CHARACTERISTICS OF IUIE FINANCIAL REPORTS

- Indiana University Information Environment.
- Enterprise-wide, web-based operational reporting system maintained by Decision Support Services (DSS).
- Collection of reports that allow users to access IU’s institutional data.
- Report data is current as of the previous day and only includes finalized transactions.
- Reports can span multiple fiscal years and/or multiple accounts.
- Search parameters and result fields are highly customizable.
- Must be added to the KFS Labor Reports group to access financial reports.

More information: https://fms.iu.edu/training/indiana-university-information-environment/

COMMON IUIE REPORT TYPES

- Predefined queries (PDQ) return commonly-requested data. The search fields are limited and the results are predefined.
- Data groups (Data group) are highly customizable and have many search fields and flexible results.
- Linked reports (Linked report) are hosted on an external website but listed in IUIE for convenience.

More information: https://fms.iu.edu/training/indiana-university-information-environment/

COMMON IUIE QUERIES

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balances</td>
<td>PDQ (PDQ)</td>
<td>Displays cumulative balances for an account, listed by object code (only income and expense). Includes budget, actual, encumbrance, and variance data.</td>
</tr>
<tr>
<td>Detail Transactions</td>
<td>Data group (Data group)</td>
<td>Displays General Ledger entries. Can return results across fiscal periods and multiple accounts.</td>
</tr>
<tr>
<td>GL Budget Analysis</td>
<td>PDQ (PDQ)</td>
<td>Displays original budget, adjusted budget, Calculated Salary Foundation (CSF), and variance for each position.</td>
</tr>
<tr>
<td>General Ledger Balance</td>
<td>Data group (Data group)</td>
<td>Displays the same data as in the Detail Transactions query, but summarized at a higher level.</td>
</tr>
<tr>
<td>GL Actuals</td>
<td>PDQ (PDQ)</td>
<td>Displays the cumulative actuals per fiscal period. Includes base budget data, current budget data, and year-to-date totals.</td>
</tr>
<tr>
<td>July 1 General Ledger Budget</td>
<td>Data group (Data group)</td>
<td>Displays beginning budget figures for a fiscal year. Includes data for both budget and actuals.</td>
</tr>
<tr>
<td>Fiscal Approvers’ Voucher Audit Report</td>
<td>PDQ (PDQ)</td>
<td>Displays a listing a voucher activity for a given payroll. Can only be run by a fiscal approver; results will be limited to the accounts to which that fiscal approver can access.</td>
</tr>
<tr>
<td>Object Codes</td>
<td>Data group (Data group)</td>
<td>Displays a list of all object codes at IU. Use parameters to limit by fiscal year, chart, object type, and consolidation/level.</td>
</tr>
</tbody>
</table>

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RESOURCES

- KFS Documentation Library: https://fms.iu.edu/documentation/
- IUIE resources on the FMS website:
  - Auxiliary Accounting: https://fms.iu.edu/auxiliary-accounting/iuie-reports/
  - Capital Assets: https://fms.iu.edu/capital-assets/iuie-reports/
  - Non-Student Accounts Receivable: https://fms.iu.edu/non-student-ar/iuie-reports/
  - Payroll: https://fms.iu.edu/payroll/iuie-reports/
- FMS Newsletter: https://fms.iu.edu/training/listservs/subscribe-fms-newsletter
- FMS Trainings: https://cust.fms.iu.edu/cgi-bin/train/catalog
- FMS Customer Service: https://fms.iu.edu/support/
- IT Training: https://ittraining.iu.edu/events/events-listing.html
  - 3-hour online facilitator-led trainings offered twice a semester.