Reports Needed for the Rate Setting Template

Run the following reports and save the output in separate tabs of the rate setting template.

1. **Organization Hierarchy** - This will be used to determine which accounts are within the reporting organization.
   a. In the IUIE go to Master Catalog --> Kuali Financials --> Chart of Accounts --> Organization Hierarchy report.
   b. Parameters
      i. Enter in the COA-Org Code
      ii. Click on include associated accounts
      iii. Select the option to return the output in excel
      iv. Click run.

2. **PDQ Generation** - This will be used to gather the financial data for different accounts within the organization.
   a. In the IUIE go to Master Catalog --> Kuali Financials --> Auxiliary --> Financial Reports --> PDQ Generator.
   b. It will need to be run multiple times for different accounts and once for the organization.
      i. The 66 account associated with this internal activity.
      ii. The 91 account if the organization has any within their org hierarchy.
      iii. The 95 account within their organization hierarchy.
      iv. All other accounts within their organization hierarchy together
      v. At the reporting organization level.
   c. Parameters
      i. Enter FY 2015
      ii. University Fiscal Period Code = 13
      iii. Enter in the chart of accounts code
      iv. Enter in the appropriate account number or organization code
      v. Include balance report = yes
      vi. Include balance executive summary report = no
      vii. Include balance columns = current year and prior year
      viii. Include income statement object code = yes
      ix. Include income statement object level = no
      x. Include income statement executive summary = no
      xi. Include current period data = thru current period
      xii. Include columns = current year only
      xiii. Output format = excel

3. **Detailed Transactions** - This report will be used to help determine if there are any unallowable expenses and/or external activity recorded in the 66 account.
   a. Go to Auxiliary GL Detail Transactions in the IUIE
   b. Parameters
      i. FY = 2015
      ii. Chart of Accounts Code for the 66 account
      iii. Account Number = 66 account associated with the internal activity
      iv. Maximum Number of Rows to Return: No Limit
4. **Forecast Report**: This report will be used to help project 2016 total revenue, total expense and net income. This report may not be necessary if the unit has been operating at a breakeven basis and is not expecting any changes in 2016.
   a. In the IUIE go to Master Catalog-->Kuali Financials-->Auxiliary-->Financial Reports-->Forecast Report
   b. Parameters
      i. Fiscal Year = 2016
      ii. University Fiscal Period Code = select the last closed period
      iii. Chart Code
      iv. Account Number = 66 account associated with this internal activity
      v. Subtotal Options = Subtotal like Income Statement
      vi. Report Style = consolidated
      vii. Select Output Format = MS Excel
      viii. Select the Output Destination = Send to Completed Reports

5. **Asset Reconciliation Report**: This report will be used to determine if any of the assets on your balance sheet are: funded by a sponsored project (CG fund group); associated with a federal pass through account; or, related to a cost share sub-account.
   a. Go to [https://fms.iu.edu/capital-assets/ius-reports/](https://fms.iu.edu/capital-assets/ius-reports/) and click on Asset Reconciliation
   b. Parameters
      i. Report Type = Asset Reconciliation (Payment) Detail
      ii. Select Database= Snapshot 2015 *Note: The snapshot will not include any new or transferred assets in 2016.*
      iii. Select Asset Category = User will need to run this report two times. The first time they should select Moveable. The second time they should select All Non-Moveable.
      iv. Plant Fund Chart-Account = Enter the coa-plant fund account associated with this organization.
      v. Include depreciation through = 06/30/2015
      vi. Include additions through fiscal period = 13
      vii. Select the Output Format = MS Excel
      viii. Select the Output Destination = Send to Completed Folder