

# STANDARD MONTHLY REPORTS: REFERENCE GUIDE

## STANDARD MONTHLY REPORTS

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Standard Monthly Reports consist of four static, preformatted reports that capture account activity for one fiscal period. These reports are generated monthly and are pushed automatically to the fiscal officer for each account. IU staff who are not FOs may access the Standard Monthly Reports one of two ways:

- Search for *Financial Account View* in IUIE. Then click the web link when prompted.
- Click the *IUIE Account View* task tile in One.IU.

| Report                                  | Description   |
|---|---|
| Monthly Operating Statement (MOS)       | Provides a monthly and year-to-date summary of financial activity (incomes and expenses) for an account. Current budget, actual, and encumbrance information is included and is organized according to the object code consolidation hierarchy. |
| Transaction Listing (TL)                | Lists of actual transactions, budget transactions, and outstanding encumbrances. The list is organized by object code.  |
| Labor Monthly Operating Detail (LD)     | Lists actual salary and fringe benefit expenses by employee. Commonly referred to as 'Labor Detail.'  |
| ID Billing                              | Lists all inter-departmental billing activity for the month.  |
| Accumulated Monthly Operating Statement | Optional. Combines information for all sub-accounts into one report for a consolidated view of account activity.  |

More information: [https://fms.iu.edu/index.php/download\\_file/464/](https://fms.iu.edu/index.php/download_file/464/)

## DOCUMENT TYPE LOOKUP

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In KFS, open the **Document Type** lookup from the **System Administration** module.

- In the **Name** field, enter the document's abbreviation as it appears in the **Doc Type** column of the **Transaction Listing** report.
- Click **Search**.
- If more than one result is returned, look for the document(s) with either FP or FSLO as the **Parent Name**.
- The document's full name will display in the results' **Label** column.

To generate a list of all document type abbreviations that may appear on the Transaction Listing report, run the lookup for **Parent Names** FP and FSLO.

FMS Operations maintains a list of all ID billing codes: <https://fms.iu.edu/operations/id-billing-contacts/>

## CASH BALANCE EQUATIONS

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**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**

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

## RESOURCES

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- KFS Documentation Library: <https://fms.iu.edu/documentation/>
- 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/>