

IUIE FINANCIAL REPORTS: ACTIVITIES

ACTIVITY 1: CURRENT BALANCES

Use the Current Balances query in IUIE to answer the following questions as though it is FY17.

1. You are the Fiscal Officer for the IUB biology department. You want to compare the current and base budgets for object code 7000 (Capital Equipment) in the 10-246-00 account. What is the difference between the two amounts?
2. In the *KFS Balance Inquiries* training, you found that the Office of International Services, a University Administration department, had an unplanned expense of \$95.00 on object code 4042 in their 23-111-17 account. Was the \$95.00 expense charged to a sub-account within 23-111-17? If so, which one?
3. You are the Fiscal Officer for Athletics, an auxiliary unit on the Bloomington campus. You know you spent a total of \$25.00 on printing and duplicating (object code 4166) on one of the 60-274 accounts you manage, but you can't remember which. Run a report to identify where the \$25.00 of expenses booked.

ACTIVITY 2: WHICH IUIE QUERY?

Answer the following questions as though it is FY17. After you've found the answer, remember to specify whether you used the Current Balances, Detail Transactions, or GL Budget Analysis query.

1. You work in the Office of International Services. Your Fiscal Officer asks you how many Disbursement Voucher documents (abbreviated "DVCA" in KFS) have booked to the 23-111-17 account. How many were there? What query did you use to find the answer?
2. It is your responsibility to make sure that all salaries on the IU East campus are appropriately budgeted. How many positions on the 29-693-41 account do not have enough budget to cover the salary commitment? What query did you use to find the answer?
3. You are Financial Management Services' Fiscal Officer. You know that, due to a recent transaction, your Hospitality (object code 4025) budget has a negative variance on the 23-126-10 account. You think the Conferences and Workshops (object code 4013) expenses are under budget, but you need to make sure. Is there budget under object code 4013 to cover the negative variance on object code 4025? What query did you use to find the answer?
4. You are an administrative assistant in the biology department. You know that every winter you order insects (the \$64.26 disbursement voucher check you send covers both the purchase price and the mailing charges) but you've forgotten if you usually place the order in November, December, or January. What date did this year's expense book to account 10-246-00? What query did you use to find the answer?