

DRAFT - IUIE REPORT DETAIL

Bloomington Business Officers Group

<u>Name of Report</u>	<u>Security Access</u>	<u>Returned Report Results</u>	<u>Best Practices</u>
1. Budget Reports			
Budget Adjustment Duplicate Entry	University Internal	Produces an Excel spreadsheet listing duplicate budget adjustments from General Ledger detail and Budget Adjustment to and from data groups, based on selection criteria.	
Budget Adjustment Validation Report	University Internal	Produces an Excel spreadsheet with budget adjustments from the GL detail data group using selection criteria. Org ref id field from the Budget Adjustment detail records are validated against hrms position data group.	
Budgeted Position Analysis	Human Resource/HRS Access	Produces an Excel spreadsheet containing budgeted position information based on the selection criteria. Output contains incumbent information, July 1 budget, Budget Adjustment, Current CSF and Variance information.	
Consolidated Queries	University Internal	Provides link for obtaining Queries by Consolidation	
1. Reclassification of Student Fees			
a. Year-to-Date Consolidation Reclassification by Responsibility Center	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation, all accounts reporting to "Responsibility Center" will be included. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
b. Year-to-Date Consolidation Reclassification by Organization Hierarchy	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation, all accounts reporting to "Reports to Chart Org" will be included. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year-to-Date Consolidation by Account/Sub-Account	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation, all accounts will be displayed as 2 digit chart code and account, i.e. UA-1912610. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year-to-Date Consolidation by Organization	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation data will be displayed as chart code followed by a dash followed by the org code i.e. UA-FMS. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year-to-Date Consolidation by Organization Hierarchy	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. Data will be displayed as chart code followed by a dash followed by the org code i.e. UA-FMS. All accounts belonging to organizations that report to the specified "Reports To Chart-Organization Code" parameter will be included in the final consolidation. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	

<u>Name of Report</u>	<u>Security Access</u>	<u>Returned Report Results</u>	<u>Best Practices</u>
Year-to-Date Consolidation by Responsibility Center	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation data will be displayed as chart code followed by a dash followed by the org code i.e. UA-FMS according to Responsibility Center Requested. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year-to-Period Consolidation by Account/Sub-Account	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Account number parameter is formatted as a chart code followed by a dash followed by an account number, i.e. UA-1912610. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year-to-Period Consolidation by Organization	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Org code parameter is formatted as a chart code followed by a dash followed by the Org, i.e. UA-FMS. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year - to-Period consolidation by Organization Hierarchy	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Org code parameter is formatted as a chart code followed by a dash followed by the Org, i.e. UA-FMS. All accounts belonging to organizations that report to the specified "Reports To Chart-Organization Code" parameter will be included in the final consolidation. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year- to-Period Consolidation by Responsibility Center	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Org code parameter is formatted as a chart code followed by a dash followed by the Org, i.e. UA-FMS. All accounts belonging to organizations that report to the specified "Reports To Chart-Organization Code" parameter will be included in the final consolidation. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Current Balances	University Internal	Produces an Excel spreadsheet or HTML file. Dependant on the specified field values entered the report provides the Adjusted Base Budget, Current Budget, Account Actuals, Encumbrances, and Variances for chart entered, by account, sub-account, object, sub-object, object type, and object name.	Return data to an Excel spreadsheet
Departmental Work Papers by Account	University Internal	Provides you with the option of returning to your browser, producing a word document or printing. This report returns the account and object budget detail approved in Budget Construction after the budget has been loaded.	
Detail Transactions	University Internal	Produces an Excel spreadsheet or HTML file. Report provides detailed FIS transaction information based on selection criteria.	Return data to an Excel spreadsheet
GL Budget Analysis	University Internal	Provides an Excel spreadsheet. You can select a summary or detailed report for budgeted position analysis.	
Negative Cash Report	University Internal	Produces a Word or Plain TXT file. Dependent on the selection criteria (you can exclude CG, GF, EN, OF, PF, and Sub Funds INTAGY, WSAGY) report will provide negative cash balances through selected fiscal period, Chart entered, RC, account number, fiscal officer and account supervisor.	
Negative Cash Report - Fund Balance	University Internal	Produces a word document to be accessed in your completed reports folder once you are notified by email. Report list negative cash and balances dependent on the selection criteria (you can exclude CGT, GF, EN, OF, PF, and Sub Funds INTAGY, WSAGY). Report provides detailed or summary information by fund group, sub-fund group, or account using selection criteria.	

Name of Report**Security Access****Returned Report Results****Best Practices**

Non-Budgeted Position Analysis

University Internal

Produces an Excel spreadsheet. Report provides a list of positions which are not budgeted according to selection criteria entered.

Org Reversion Report

University Internal

Produces a word document. Report accesses a data group that is only refreshed from mid June thru Final Closing. Please check the last refresh date to ensure you are reporting against current information. GENFND Budget Reversion Summary.

2. Sub-Account Reports

Consolidated Queries

University Internal

Provides link for obtaining Queries by Consolidation. Once you click on the link you will be re-directed to the Consolidation Queries

1. Reclassification of Student Fees

a. Year-to-Date Consolidation Reclassification by Responsibility Center

University Internal

Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation, all accounts reporting to "Responsibility Center" will be included. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.

b. Year-to-Date Consolidation Reclassification by Organization Hierarchy

University Internal

Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation, all accounts reporting to "Reports to Chart Org" will be included. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.

Year-to-Date Consolidation by Account/Sub-Account

University Internal

Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation, all accounts will be displayed as 2 digit chart code and account, i.e. UA-1912610. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.

Year-to-Date Consolidation by Organization

University Internal

Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation data will be displayed as chart code followed by a dash followed by the org code i.e. UA-FMS. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.

Year-to-Date Consolidation by Organization Hierarchy

University Internal

Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. Data will be displayed as chart code followed by a dash followed by the org code i.e. UA-FMS. All accounts belonging to organizations that report to the specified "Reports To Chart-Organization Code" parameter will be included in the final consolidation. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.

Year-to-Date Consolidation by Responsibility Center

University Internal

Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation data will be displayed as chart code followed by a dash followed by the org code i.e. UA-FMS according to Responsibility Center Requested. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.

Year-to-Period Consolidation by Account/Sub-Account

University Internal

Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Account number parameter is formatted as a chart code followed by a dash followed by an account number, i.e. UA-1912610. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.

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Year-to-Period Consolidation by Organization	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Org code parameter is formatted as a chart code followed by a dash followed by the Org, i.e. UA-FMS. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year - to-Period consolidation by Organization Hierarchy	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Org code parameter is formatted as a chart code followed by a dash followed by the Org, i.e. UA-FMS. All accounts belonging to organizations that report to the specified "Reports To Chart-Organization Code" parameter will be included in the final consolidation. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year- to-Period Consolidation by Responsibility Center	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Org code parameter is formatted as a chart code followed by a dash followed by the Org, i.e. UA-FMS. All accounts belonging to organizations that report to the specified "Reports To Chart-Organization Code" parameter will be included in the final consolidation. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Current Balances	University Internal	Produces an Excel spreadsheet or HTML file. Dependant on the specified field values entered the report provides the Adjusted Base Budget, Current Budget, Account Actuals, Encumbrances, and Variances for chart entered, by account, sub-account, object, sub-object, object type, and object name.	Return data to an Excel spreadsheet
Current Cash Balances	University Internal	Produces an Excel spreadsheet or HTML file. Within an organization displays each accounts current cash balance (object code 8000 - Cash in Bank).	Return data to an Excel spreadsheet
Detail Sub Account Transactions	University Internal	Produces an Excel spreadsheet or HTML file. Provides detailed transaction by sub-account.	Return data to an Excel spreadsheet
Detail Transactions	University Internal	Produces an Excel spreadsheet or HTML file. Report provides detailed FIS transaction information based on selection criteria.	Return data to an Excel spreadsheet
Negative Cash Balance	University Internal	Produces an Excel spreadsheet or HTML file. Report provides accounts with negative cash in bank by selection criteria. Can be ran at the campus level to provide all accounts with negative cash.	Return data to an Excel spreadsheet
3. RC Level Reports			
Aged Receivables by Chart-Organization	University Internal	Formatted for a word document but can be returned as an Excel spreadsheet or TXT file. Dependent on the selection criteria report can provide detail, consolidated, or summary information for varying aging periods.	Return data to a word document
Consolidated Queries	University Internal	Provides link for obtaining Queries by Consolidation. Once you click on the link you will be re-directed to the Consolidation Queries.	
1. Reclassification of Student Fees			
a. Year-to-Date Consolidation Reclassification by Responsibility Center	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation, all accounts reporting to "Responsibility Center" will be included. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
b. Year-to-Date Consolidation Reclassification by Organization Hierarchy	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation, all accounts reporting to "Reports to Chart Org" will be included. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	

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Year-to-Date Consolidation by Account/Sub-Account	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation, all accounts will be displayed as 2 digit chart code and account, i.e. UA-1912610. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year-to-Date Consolidation by Organization	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. In the final consolidation data will be displayed as chart code followed by a dash followed by the org code i.e. UA-FMS. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year-to-Date Consolidation by Organization Hierarchy	University Internal	Produces an Excel spreadsheet. Current fiscal year data will be consolidated up to last refresh. Request for data from previous fiscal years will be consolidated for the entire fiscal year. Data will be displayed as chart code followed by a dash followed by the org code i.e. UA-FMS. All accounts belonging to organizations that report to the specified "Reports To Chart-Organization Code" parameter will be included in the final consolidation. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
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Year-to-Period Consolidation by Account/Sub-Account	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Account number parameter is formatted as a chart code followed by a dash followed by an account number, i.e. UA-1912610. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year-to-Period Consolidation by Organization	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Org code parameter is formatted as a chart code followed by a dash followed by the Org, i.e. UA-FMS. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year - to-Period consolidation by Organization Hierarchy	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Org code parameter is formatted as a chart code followed by a dash followed by the Org, i.e. UA-FMS. All accounts belonging to organizations that report to the specified "Reports To Chart-Organization Code" parameter will be included in the final consolidation. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	
Year- to-Period Consolidation by Responsibility Center	University Internal	Produces an Excel spreadsheet. The "Ending Period" parameter indicates which fiscal period you wish to consolidate up to, effectively causing the report to include all fiscal activity from July of the specified fiscal year through the specified Ending Period. The Chart-Org code parameter is formatted as a chart code followed by a dash followed by the Org, i.e. UA-FMS. All accounts belonging to organizations that report to the specified "Reports To Chart-Organization Code" parameter will be included in the final consolidation. Query allows multiple values and wild cards which are returned separated by commas. Subtotaling should be completed once data is returned in worksheet format.	

<u>Name of Report</u>	<u>Security Access</u>	<u>Returned Report Results</u>	<u>Best Practices</u>
Current Cash Balance	University Internal	Produces an Excel spreadsheet or HTML file. Report provides the current cash balance (object code 8000 - Cash in Bank) within a given organization.	Return data to an Excel spreadsheet
Detail Transactions	University Internal	Produces an Excel spreadsheet or HTML file. Report provides transaction ledger detail based on the selection criteria.	Return data to an Excel spreadsheet
ICR Expense by RC	University Internal	Produces an Excel spreadsheet or HTML file. Report provides the indirect cost recovery expenses by month for each account within an RC, including organization code and name.	Return data to an Excel spreadsheet
Negative Cash	University Internal	Produces an Excel spreadsheet or HTML file. Report returns a list of accounts with a negative cash balance within a given organization. However, accounts with a zero or positive cash balance are excluded.	Return data to an Excel spreadsheet
Positive Cash	University Internal	Produces a Word-RTF or Plain TXT document. Report returns a list of accounts with a positive cash balance within a given organization. However, accounts with a zero or negative balance are excluded.	Return data to a word document
RC Transaction Listing	University Internal	Produces an Excel spreadsheet or HTML file. Report displays income and expense transactions (except ICR) for a designated responsibility center for a designated fiscal period.	Return data to an Excel spreadsheet
Year-To-Date RC Budget Expense Summary within an Org Hierarchy	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. Report displays the base, adj base, current budget, year to date, encumbrances, and budget balance committed for accounts reporting to the selected Org.	Return data to a word document

4. Auxiliary Reports

Auxiliary Queries	University Internal	Provides link for obtaining Auxiliary Queries.	
A. Balance Sheet Reports	University Internal		
Balance Sheet	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A report for a selected period, which lists assets, liabilities and fund balance. The Balance Sheet adheres to the fundamental accounting principle of Assets = Liabilities + Fund Balance.	
Balance Sheet - Comparison to Prior Year	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A report of assets, liabilities and fund balance compared to the same period of the prior year and to the beginning balance of the fiscal year with calculated change and percentage change.	
Balance Sheet - Exception Report	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A report of an account or organization for a selected period which lists any negative assets, liabilities or fund balance amounts.	
Balance Sheet - Executive Summary	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A report of assets, liabilities and fund balance consolidated at object level and compared to the same period of the prior year and to the beginning balance of the fiscal year with calculated change and percentage change.	
B. Forecast Report			
Forecast Report	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A report that takes actual income and expense through a selected period and the budgeted income and expense for the rest of a year to forecast the outcome for a given year; a useful tool for budget time.	
C. Income Statement Reports			
Income Statement	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A report that measures how an organization or account did during a selected period. This report calculates a net margin or loss; a) if total income is greater than total expense you have a Contribution (Net) Margin, or b) if total expense is greater than total income you have a Contribution (Net) Loss.	

Name of Report**Security Access Returned Report Results****Best Practices**

Income Statement - Comparison to Budget	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. Report provides a comparison of the Actuals, Budget and Variance balances for a selected fiscal period. Also compares Actuals, Budget and Variance amounts from 7/1/\$\$ through selected period.	
Income Statement - Comparison to Prior Year	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A detailed income statement comparing actual income and expense to prior year income and expense for the same fiscal period and year-to-period.	
Income Statement - Executive Summary	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A detailed income statement comparing actual income and expense to budgeted income and expense for a selected fiscal period and year-to-period income and expense to year-to-period budgeted income and expense for the same period. Also compares actual income and expense to prior year income and expense for a selected fiscal period and year-to-period income and expense to year-to-period prior year income and expense for the same period.	
Income Statement - Object Level	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A report that presents an income statement comparing actual transactions to budget and to prior year transactions. The data is presented by object level with an option to show object code detail.	
Quarterly Income Statement	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. Presents an income statement comparing actual transactions to prior year and comparing actual transactions to budget. Also provides quarter to date and year to date balances.	
D. Other Reports			
Asset Reconciliation	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. A report that can be used to reconcile capital asset depreciation expense to a balance sheet.	
Auxiliary Current Cash Balances	University Internal	Produces an Excel spreadsheet or HTML file. This report displays current cash balance for all accounts in specified organization(s) including the additional cash-related object codes specific to auxiliaries (all object codes beginning with 80).	
Auxiliary Monthly Budget	University Internal	Produces an Excel spreadsheet or HTML file. This report displays monthly budget figures for a specified account. Only useful for accounts which have monthly budgets.	
Auxiliary PDQ Generator	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. This report is utilized for quarterly variance analysis. It allows the user to run several other reports including the four income statements, three balance sheets and one statement of cash flows. The results are concatenated into one file.	
Income/Expense Executive Summary	University Internal	Produces an Excel spreadsheet. This report presents an executive summary of account balances by object codes.	
Rolling Months Report	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. Presents actual, budget and prior statements for a user-defined number of fiscal periods. The user also selects the beginning fiscal year & period.	
Unapproved Documents in Inbox by Chart and Org	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. This report identifies where certain types of documents are located. More specifically, it will search for documents that are within a certain chart and organization hierarchy.	
E. Quarterly Analysis Reports			
Quarterly Income Statement	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. This report presents an income statement comparing actual transactions to prior year and comparing actual transactions to budget. Also presents quarter to date and year to date balances.	

<u>Name of Report</u>	<u>Security Access</u>	<u>Returned Report Results</u>	<u>Best Practices</u>
Ratio Analysis	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. This report calculates financial ratios relevant to financial analysis of an entity.	
User Defined Report	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. This report allows the user to define five columns to present in an income statement. These could be annual, per quarter, or any subset. There is also an option in the last three to calculate a variance between any other two columns as an amount or percentage.	
F. Statement of Cash Flows Reports			
Statement of Cash Flows	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. Produces a statement of cash flow.	
Statement of Cash Flows - Comparison of Two Years	University Internal	Produces an Excel spreadsheet or Word-RTF or Plain TXT Document. This report provides a statement of cash flows with comparison of two fiscal years using period and year-to-period date.	
Statement of Cash Flows - Comparison of Two Years, Year-to-Period	University Internal	Produces an Excel spreadsheet or Word-RTF document. Produces a statement of cash flows with comparison of two fiscal years using only year-to-period data.	
Statement of Cash Flows - Executive Summary	University Internal	Produces an Excel spreadsheet or Word-RTF document. An executive summary of the statement of cash flows with comparison to prior fiscal year using period and year-to-period data.	
Statement of Cash Flows - Executive Summary, Year-to-period	University Internal	Produces an Excel spreadsheet or Word-RTF document. An executive summary of the statement of cash flows with comparison to prior fiscal year using only year-to-period data.	
Detail Transactions	University Internal	Produces an Excel spreadsheet or HTML file. Report provides transaction ledger detail based on the selection criteria.	Return data to an Excel spreadsheet
Non-General Asset/Liability	University Internal	Produces an Excel spreadsheet or HTML file. Report provides the outstanding balances in assets, liabilities, and fund balances while identifying source of income.	Return data to an Excel spreadsheet
5. Reports by Account Only			
Bursar Accounting Feed Detail	University Internal	This report is ONLY available through October 2004, and not all account numbers are available. Report provides the account feed detail by term and subcode for the selected year, month and account number.	
Detail Transactions	University Internal	Produces an Excel spreadsheet or HTML file. Report provides transaction ledger detail based on the selection criteria.	Return data to an Excel spreadsheet
6. Contract & Grant Account Reports			
Active Account Listing	University Internal	Produces a word or RTF document. Report provides Fiscal Officer Name, Chart, RC Code Acct#, Analyst Name, Effective Date, Expiration Date, Org Name, Reports to Chart and Org.	Return data to a word document
Awards by Organization	University Internal	Produces a word or RTF document. Report provides the proposal # status, project director, Chart, Acct#, Agency Name, Grant#, Agency Type, Award Type, Purpose, Entry Date, Title, Start and Stop dates, Indirect Cost and Total Award.	Return data to a word document
C&G Monthly Operating Statement	University Internal	This report provides Monthly and account-to-date summary for an individual contract & grant account. Budget, actual, and encumbrance information is included by object code.	
Detail Transactions	University Internal	Produces an Excel spreadsheet or HTML file. Report provides transaction ledger detail based on the selection criteria.	
ICR Income/Expense Report Effective FY 2008	University Internal	Produces an Excel spreadsheet, Word-RTF or Plain Text Document. This report pulls ICR data beginning with fiscal year 2008 and using the new ICR object code 5501. ICR data for fiscal years 2007 and prior should be pulled by running the ICR Income/Expense Report Through 2007 PDQ.	Return data to a word document

Name of Report

ICR Income/Expense Report Through FY 2007

Security Access

University Internal

Returned Report Results

Produces an Excel spreadsheet, Word-RTF or Plain Text Document. This report pulls ICR data for fiscal years 2007 and prior. ICR data for fiscal years 2008 and beyond should be pulled by running the ICR Income/Expense Report Effective 2008 PDQ. That PDQ reflects the new ICR object code 5501.

Best Practices

Return data to a word document

Project Director Reports

University Internal

This report links you to the FMS Project Director Reports. Provides quick access to information regarding sponsored awards.

Proposals by Organization

University Internal

Produces a Word-RTF or Plain Text document. This report provides proposal #, status, project director, Agency Name, Grant #, Agency Type, Award Type, Purpose, Submission Date, Title, Start/Stop dates, Indirect Cost and

Return data to a word document

7. Chart of Accounts

EPIC Setup: Fiscal Officers and Delegates

University Internal

Produces an Excel spreadsheet. Report provides the Chart, RC, and Fiscal Officer Delegates name and logon under each document type.

Fiscal Officers and Delegates

University Internal

Produces an Excel spreadsheet. Report provides the Chart, RC Code, Org Code, Acct#, Acct Status, Account Name, Fiscal Officer, Account Manager, Acct, Supervisor, TP User, Doc Types and Delegate Name.

8. Student**A. Financial Aid**

All Stdnt Awds By GL Account

SIS FA RRL
Departmental

Produces a report that is sent to initiators completed reports file which can be viewed in the browser or can be downloaded to edit or save. Run this PDQ after your campus Bursar begins to post fee remissions to students' SF accounts for the term. Required fields are: General Ledger, Chart of Accounts, SIS Inst code, Academic Term, Fin Aid Year, and the SIS Career Code. One of the non-required fields must also be filled out for the report to run.

FAMS Award History (E1)

Stdnt Award Activity

SIS FA RRL
Departmental

Produces an Excel spreadsheet or HTML file. This data group will show all the activity for an award. Report displays the same information as the View Award Activity page in the SIS.

B. Student Financial

Account Item Type Extract

SIS SF RRL Account
Processing

Produces an Excel spreadsheet. This report provides student account item type information using selection criteria. There are no required parameters, optional parameters are Campus, Term Code, Item Type Code, and Student ID. You can look up values for Campus and Term by using the "Valid Values" button. Note that security settings will greatly affect the results - if you do not have the appropriate access for data with the parameters provided, no data will be selected. This pdq uses the SF_ACCT_ITM_GT file, not accounting feed.

Return data to an Excel spreadsheet

Bursar Accounting Feed Detail

University Internal

Bursar accounting feed detail by term and subcode for the selected year, month and account number. Only selected account numbers are available. Report only available through October 2004.

Summer Courses by Fiscal Year

University Internal

Produces an Excel spreadsheet. Report provides a list of summer term courses by the IU_SESSION_FISCAL value.

C. Student Records

(SLC1) Credit Hours by Campus, School, Subject

SIS Student Rclds
Restricted Obj

Produces a Word Doc or returns data to a web browser. Report provides Credit Hours by Campus, School and Subject.

Return data to a word document

(CLC1) Credit Hours by Campus and School

SIS Student Rclds
Restricted Obj

Produces a Word Doc or returns data to a web browser. Report provides Credit Hours by Campus and School.

Return data to a word document

Name of Report

Course Enrollment Current Director

Security AccessSIS Student Rcds
Restricted Obj**Returned Report Results**

There are several printing options for this report and data can be returned in Adobe, Excel, Plain Text, or Word-RTF. Report replicates the SIRS application Course Enrollment Current Directory. Will generate up-to-date course/section student directories and reports for students currently enrolled or registered for a future semester. This report will automatically return Group, Class Number, Course Catalog Number, Subject, Institution, Term, and Student's Full Name. Contact information (address) can be returned for each student as well as any selected data elements designated in your query.

Best Practices**9. HRMS Reports**

Acad Administrator List

University Internal

Produces an Excel spreadsheet. The academic administrator list is derived from academic titles (administrative post). Name, administrative title, campus contact information for academic administrators (Deans, Chairs, Directors, etc.) Use the sort group column to sort like administrators together (e.g. all chairs and acting chairs).

Acad Fac Slry 5 y

University Internal

Produces an Excel spreadsheet. Tenured and Tenure-Track Faculty 5 year salary study for use by RC business managers. The report returns 5 years base salary with percentage increase in salary for each year. Also included are years at IU, years in rank, special professorship notations, administrative titles, and tenure unit affiliations. This report is based on the tenure unit(s) that the faculty is associated with.

Acad Fac Slry Cohort Dept Census

University Internal

Produces an Excel spreadsheet. For selected department or school, tenure eligible faculty, tenure eligible librarians, clinical faculty, and lecturers are included on the report and are grouped by tenure status with base salary information. Visiting faculty, visiting lecturers, adjunct faculty, adjunct lecturers and other academic appointment types are not included on this report. Report rows are grouped by: Department within school based on academic title rows (admin posts) in HRMS. Within dept/school rows are also grouped by tenure status (tenured, tenure-track, or not on track). Other information included on report: Base salary – low to high within tenure status, Years in rank, IU years, Tenure department(s) for faculty and department/school for lecturers, Highest degree earned and degree year, Administrative title, Position months basis (e.g. 10 or 12), Distinguished professorship (Y/N), Endowed chair/Named professorship (Y/N). Summary for each tenure status: Count of number in group. Information on the report is based on a census data snapshot taken on October 1st of specified year. Rows returned are based on the RC/School that the IE user submitting the report has security access for. Information available for year 2003 and beyond. Note: faculty can be listed multiple times on report if they are affiliated with more than one area, do not use the counts as headcounts.

Acad Fac Special Professorship Title List

University Internal

Produces an Excel spreadsheet. List by RC of current faculty special professorship titles. These titles include distinguished professorships and named or endowed chair professorships.

Additional Pay Detail

Human
Resource/HRS
Access

Produces an Excel spreadsheet. Report provides complete additional pay information including the effective date, end date, earn code, reason, chart, acct, amount, hours, FTE, position, University ID, Employee Name, etc.

Labor Ledger Actuals Summary

FIS Labor Data all
Users

Produces an Excel spreadsheet. Report provides earn code, pay group, sal admin plan, and amount dependent upon the selection criteria.

Labor Ledger Actuals Only

FIS Labor Data all
Users

Produces an Excel spreadsheet. Report provides Org, pay run ID, pay period, University ID, Employee Name, Rcd#, Earn Code, Pay Group, Sal Plan, Sal Grd, Acct, Sacct, Obj, F Doc Type, Pos#, comp rate, hours, amount.

Labor Ledger Extract

FIS Labor Data all
Users

Produces an Excel spreadsheet. Report provides information dependent on the selection criteria. Report Types include: Sub Account Summary, Employee Summary by Rate, Employee Summary by Position, Employee Summary by Sub-Account, Employee Detail. Report will provide the chart, RC, acct, obj, balance type, obj type, Empl ID, Employee Name, earn code, pos#, hours, and the amount by fiscal period.

Pay Funding Detail

Human Resource/
HRS Access

Produces an Excel spreadsheet. Report provides full account and payroll information dependant upon the selection criteria entered.

<u>Name of Report</u>	<u>Security Access</u>	<u>Returned Report Results</u>	<u>Best Practices</u>
99. Other Useful Links			
Account View	University Internal	Re-directs you to FDRS - RETIRED. Data can be acquired through the Financial Folder, Financial Account View query. Report is designed to allow fiscal officers, account managers, and primary account delegates set up to review "ALL" FIS documents, Electronic Report Distribution (ERD) delegates, and account supervisors the ability to view or print all of their standard reports from one location.	
BL/BA CSF Tracker	University Internal	Re-directs you to FDRS - RETIRED. Data can be acquired through the Financial - Labor folder selecting the BL/BA CSF Tracker query. Produces Excel spreadsheet or HTML file. Dependant on the selection criteria the report will return current position CSF Tracker information.	
Bloomington Campus Hospitality Request Form	University Internal	This query has been moved to: https://www.obap.indiana.edu/hospitality/ . Once the form is complete you can click Submit Hospitality Request and your request will be routed.	
Data Direct	University Internal	Re-directs you to FDRS - RETIRED. Data can be acquired through the Financial Folder choosing the desired topic area.	
Data Direct Templates	University Internal	Re-directs you to FDRS - RETIRED. Data can be acquired through the Financial Folder choosing the desired topic area.	
FDRS Index	University Internal	Re-directs you to FDRS - RETIRED.	
Predefined Queries	University Internal	Re-directs you to FDRS - RETIRED. Data can be acquired through desired topic area and type of report.	
Reports Viewer	University Internal	Re-directs you to FDRS - RETIRED. Data can be acquired by following the path Financial Folder, General Ledger folder, 1st day standard reports, and selecting the desired report.	
Detail Transactions	University Internal	Produces an Excel spreadsheet or HTML file. Report provides transaction ledger detail based on the selection criteria.	Return data to an Excel spreadsheet
Project Director Reports	University Internal	This report links you to the FMS Project Director Reports. Provides quick access to information regarding sponsored awards.	
Financial			
Epic - Department Resources			
Payment Request			
9041 Credit Memo	University Internal	Report produces an adobe, HTML or BIRT file, the default delivery is BIRT. With BIRT the results can be exported to Excel. The report returns the Credit Memos in respect to 9041.	Return data to BIRT
9041 FIS GL Detail	University Internal	Report produces an adobe, HTML or BIRT file, the default delivery is BIRT. With BIRT the results can be exported to Excel. The report returns sorted on a "Sort Key" column to the far right. This sort key groups EPIC and PDP transactions; which are then expected to net to a zero balance if the PDP disbursement is completed in the same fiscal year as the EPIC document action.	Return data to BIRT
9041 Out Of Balance	University Internal	Report produces an adobe, HTML or BIRT file, the default delivery is BIRT. With BIRT the results can be exported to Excel. The report is used to compare 9041 GL Balances to those of the Payment Request and Credit Memos.	Return data to BIRT
9041 Payment Request	University Internal	Report produces an adobe, HTML or BIRT file, the default delivery is BIRT. With BIRT the results can be exported to Excel. The report that returns the Payment Requests in respect to 9041.	Return data to BIRT