College of Arts + Sciences
Monthly Reconciliation Documentation

Step 1 – Pull raw data
Run IUIE Detail Transactions:
- From One.iu.edu, navigate to IUIE
- Click through IU Login \ Catalog tab \ My Catalog \ Shared Folders \ College Finance
- Open the College Detail Transactions report, fill in Account Number (or Organization Code), fill in University Fiscal Period Code(s), and Run
- Open the report results in Excel
  - This report shows line-by-line data of all transactions that occurred during the specified fiscal period

Step 2 – Create a pivot table
- Click any cell within the data set and then choose Insert \ PivotTable
- A box will automatically appear around the entire data set \ click OK
- Drag and drop fields into Filters, Columns, Rows, and Values:
  - Filters: Financial Balance Type Code, Financial Consolidation Object Name
  - Rows: Account Number, Account Name, Financial Object Code, Financial Object Code Name
  - Values: Transaction Ledger Entry Amount
    - Values usually default to Sum, but if they don’t, click on the field, choose Value Field Settings, Sum, OK
- Click on any cell in the pivot table, then click on the Design tab:
  - Subtotals \ Do Not Show Subtotals
  - Grand Totals \ On for Columns Only
  - Report layout \ Show in Tabular Form
  - Report layout \ Repeat All Item Labels
- Apply filters:
  - Click the down arrow by Financial Balance Type Code, check the box by Select Multiple Values, deselect (All), and click AC (Actuals).
  - Click the down arrow by Financial Consolidation Object Name, check the box by Select Multiple Values, deselect (All), and click to choose Capital, Compensation, Financial Aid, General Expense, Transfer of Funds, and Travel
- Double-click on any Transaction Ledger Entry Amount and a new tab will open to show line-level detail

Alternatively – Pull Info from KFS Available Balances
- Enter Fiscal Year, Chart Code, and Account Number
  - Under Consolidation Option, click Detail
  - Search
- Click on Sub-Account Number to sort
- At the bottom of the page, click Spreadsheet to export to Excel