

# KUALI BALANCE INQUIRIES

PRESENTED BY CAMPUS SERVICES

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# Campus Services

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Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.

# Overview

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Available Balance

Balance by Consolidation

Cash Balances

General Ledger Balance

General Ledger Entry

General Ledger Pending Entry

Open Encumbrances

# Available Balances

**Transactions**

**Accounts Receivable**

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

**Budget Construction**

- [Budget Construction Selection](#)

**Financial Processing**

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

**Purchasing/Accounts Payable**

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

**Custom Document Searches**

Financial Transactions

**Accounts Receivable**

- [Customer Invoices](#)
- [Customer Credit Memos](#)
- [Customer Invoice Writeoffs](#)
- [Cash Controls](#)
- [Payment Applications](#)

**Capital Asset Management**

- [Asset Maintenance](#)

**Effort Certification**

- [Effort Certification](#)

**Financial Processing**

- [Disbursement Vouchers](#)

**Purchasing/Accounts Payable**

- [Electronic Invoice Rejects](#)
- [Payment Requests](#)
- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)

**Travel**

- [Travel Authorization](#)
- [Travel Reimbursement](#)

**Lookup and Maintenance**

**Balance Inquiries**

**General Ledger**

- [Available Balances](#)
- [Balances by Consolidation](#)
- [Cash Balances](#)
- [General Ledger Balance](#)
- [General Ledger Entry](#)
- [General Ledger Pending Entry](#)
- [Open Encumbrances](#)

**Reports**

**Accounts Receivable**

- [Billing Statement](#)
- [Customer Aging Report](#)
- [Customer Invoice](#)

**Effort Certification**

- [Duplicate Certifications Report](#)
- [Effort Certification Extract Build](#)
- [Outstanding Certifications by Chart/Org/Report](#)
- [Outstanding Certifications By Report](#)

**General Ledger**

- [Trial Balance](#)

**1099 Process**

**Record Maintenance**

- [Payer](#)

# Available Balances

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**Purpose:** Display available balances, per account, per object code. Calculate balances in Self Funded (non budget based) accounts.

Beginning Fund Balance

+ Revenues

- Expenses

+Transfers In

- Transfers Out

Ending Fund Balance

- Encumbrances

Available Balance

\*Common self funded accounts include RECHAR 21 accounts, GENOP 22 accounts, and AUX 26 accounts

## Available Balances Example – Can you determine the available balance in self-funded account 2233300?

* Fiscal Year:	2018
* Chart Code:	CO
* Account Number:	2233300
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input type="radio"/> No <input type="radio"/> Approved <input checked="" type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount
2233300	*ALL*	<u>1100</u>	*ALL*	0.00	26,912.64
2233300	*ALL*	<u>2100</u>	*ALL*	0.00	0.00
2233300	*ALL*	<u>3000</u>	*ALL*	0.00	21,348.44
2233300	*ALL*	4378	*ALL*	5,000.00	5,627.20
2233300	*ALL*	5560	*ALL*	3,500.00	0.00
2233300	*ALL*	5569	*ALL*	928.00	0.00
2233300	*ALL*	<u>6611</u>	*ALL*	0.00	63.00

Beginning Balance (3000)	\$21,348.44
Plus Revenue (4xxx)	\$5,627.20
Minus Expenses (5xxx-9xxx)	<u>(\$63.00)</u>
Ending Fund Balance	\$26,912.64

\*Another way to calculate is Fund Balance = Assets (1xxx) less Liabilities (2xxx). It works out to the same ending balance.

# Options for viewing available balances

The consolidation option allows you to view your account with an:

- **Consolidated Option:** this will show no breakdown of sub-accounts or sub-object codes
- **Detailed Option:** this will show a breakdown of sub-account or sub-object code balances
- **Exclude sub-accounts:** this will exclude balances in the sub-accounts altogether

<b>Consolidation Option:</b> <input type="radio"/> Consolidation <input checked="" type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts					
<b>Include Pending Ledger Entry:</b> <input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All					
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>					
Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount
1206320	-----	1100	---	0.00	490,898.02
1206320	AT	1100	---	0.00	(3,000.00)
1206320	FESA	1100	---	0.00	(2,931.89)
1206320	FWCB	1100	---	0.00	(6,577.52)

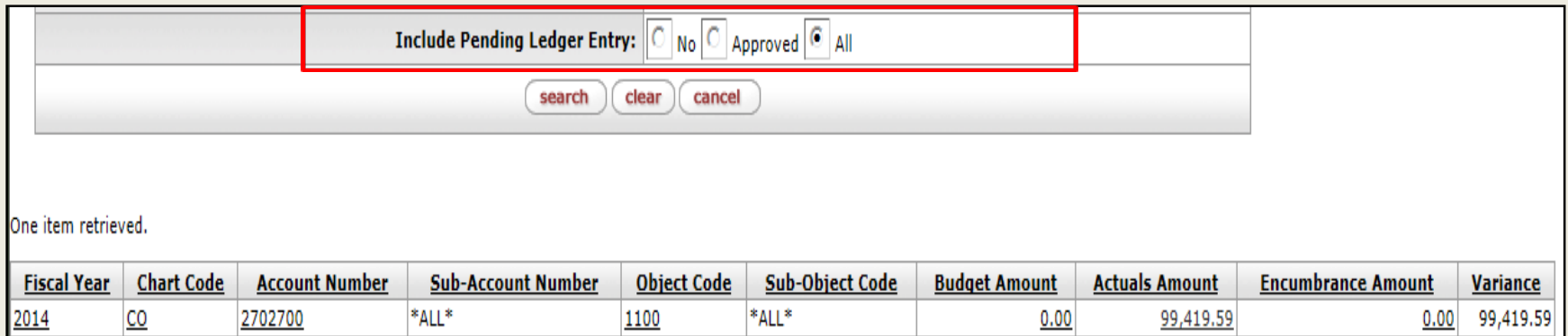
\* In the above example, we selected the consolidation option “Detail” for account 1206320. Thus, we are seeing a sub-account breakdown in the account.



# Options for viewing available balances

The “Include Pending Ledger Entry” option allows you to view your account with:

- **No Pending Entries:** this will not include documents that are currently routing
- **Approved:** includes all documents that have been approved but potentially are still processing
- **All Entries:** this includes all documents in the total, even enroute documents



The screenshot shows a web interface with a filter for 'Include Pending Ledger Entry' set to 'All'. Below the filter are 'search', 'clear', and 'cancel' buttons. The text 'One item retrieved.' is displayed above a table with the following data:

<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Budget Amount</u>	<u>Actuals Amount</u>	<u>Encumbrance Amount</u>	<u>Variance</u>
2014	CO	2702700	*ALL*	1100	*ALL*	0.00	99,419.59	0.00	99,419.59

\* In the above example, we selected to include “All” pending ledger entries for an account. This will allow us to see the account balance factoring in all documents (finalized and enroute).

# Examples – Available Balance

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What are the actual charges to account 2600340, object code 6683 for Fiscal Year 2018?

What are total actual expenses, excluding payroll expenses, in account 2216001 (object codes >5999) for Fiscal Year 2018 & 2016?

Enter an account number from your department to view.

# Balances By Consolidation

### Message Of The Day

The Requisition is now opened for FY 2013 orders.

### Transactions

#### Budget Construction

- [Budget Construction Selection](#)

#### Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

#### Purchasing/Accounts Payable

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

### Custom Document Searches

#### [Financial Transactions](#)

#### Capital Asset Management

- [Asset Maintenance](#)

#### Financial Processing

- [Disbursement Vouchers](#)

#### Purchasing/Accounts Payable

- [Electronic Invoice Rejects](#)
- [Payment Requests](#)
- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)

### Lookup and Maintenance

#### Capital Asset Builder

- [Pre-Asset Tagging](#)

#### Capital Asset Management

- [Asset](#)
- [Asset Fabrication](#)

### Balance Inquiries

#### General Ledger

- [Available Balances](#)
- [Balances by Consolidation](#)
- [Cash Balances](#)
- [General Ledger Balance](#)
- [General Ledger Entry](#)
- [General Ledger Pending Entry](#)
- [Open Encumbrances](#)



### 1099 Process

#### Record Maintenance

- [Payer](#)
- [Payee](#)
- [Payment](#)
- [Process Extract History](#)
- [Payee 1099 Forms](#)
- [1099 Exception Report](#)

# Balances by Consolidation

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**Purpose:** Displays the total income and total expenses in an account, rolled up by a consolidation code. Calculate the available balance in budget based accounts.

Budget Amount

+ Actuals Amount

Ending Fund Balance

- Encumbrances

Available Balance

\* This calculation should match to what is listed in the variance column in the balance by consolidation screen.

\*Common budget based accounts (appropriated accounts) include EG 13 accounts and RARSP 16 accounts

# Balance by Consolidation- Can you determine the balance in account 1322000?

* Fiscal Year:	2018
* Chart Code:	CO
* Account Number:	1322000
Sub-Account Number:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Cost Share Sub-Accounts:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude
Include Pending Ledger Entry:	<input type="radio"/> No <input type="radio"/> Approved <input checked="" type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
LL*	B	CMPN	Drill Down	1,130,574.00	488,207.31	663,881.63	(21,514.94)
LL*	B	GENX	Drill Down	511,662.00	260.00	0.00	511,402.00

**Totals**

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income	0.00	0.00	0.00	0.00
Income From Transfers	0.00	0.00	0.00	0.00
<b>Total Income</b>	0.00	0.00	0.00	0.00
Expense	1,642,236.00	488,467.31	663,881.63	489,887.06
Expense From Transfers	0.00	0.00	0.00	0.00
<b>Total Expense</b>	1,642,236.00	488,467.31	663,881.63	489,887.06

\*You could find this same total in the available balance screen if you sum together all budget object codes subtract all actuals that have posted, and subtract encumbrances. The Balance by Consolidation screen is more convenient for calculating the total though.

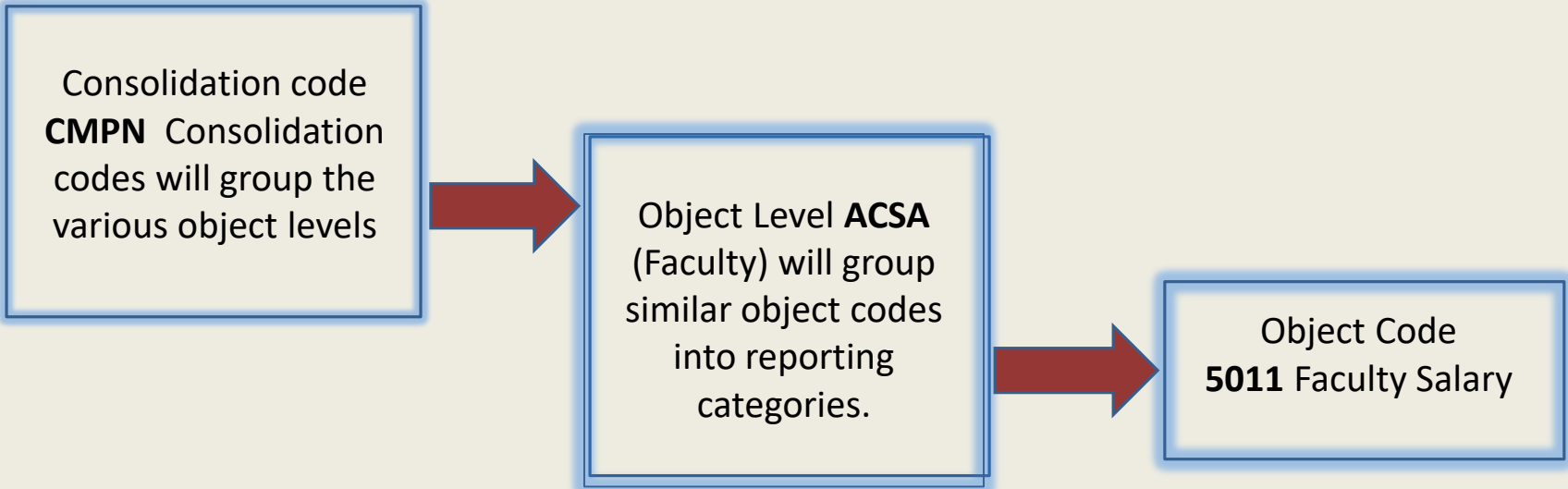
Expense Budget Amount	\$1,642,236.00
Minus Actuals Amount	488,467.31
Minus Encumbrances	<u>663,881.63</u>
Ending Fund Balance	489,887.06

The Balance by Consolidation screen consolidates items based on level codes. If you do need to look into actual postings you can “drill down” into these level codes.

### Consolidation Code

CMPN = Compensation has level Codes for the various types of compensation, such as Admin Pro ADMN, State Classifies SCLS, etc.

GENX = General Expenses has various types of general expenses in Level Code; Service SERV, Supplies SUPP, Personal Services SERX



Balances By Consolidation Lookup [?](#)

* Fiscal Year:	<input type="text" value="2012"/>
* Chart Code:	<input type="text" value="CO"/>
* Account Number:	<input type="text" value="1322800"/>
Sub-Account Number:	<input type="text"/>
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail
Include Cost Share Sub-Accounts:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All

5 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2012	CO	1322800	*ALL*	A	OTRE	Drill Down	0.00	1,634.30	0.00	1,634.30
2012	CO	1322800	*ALL*	B	CMPN	Drill Down	514,994.00	185,242.51	56,267.13	273,484.36
2012	CO	1322800	*ALL*	B	GENX	Drill Down	54,814.72	32,909.87	6,602.16	15,302.69
2012	CO	1322800	*ALL*	B	TRVL	Drill Down	10,000.00	3,067.82	0.00	6,932.18
2012	CO	1322800	*ALL*	B	CPTL	Drill Down	0.00	5,626.40	0.00	(5,626.40)

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

**Totals**

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income	0.00	1,634.30	0.00	1,634.30
Income From Transfers	0.00	0.00	0.00	0.00
<b>Total Income</b>	0.00	1,634.30	0.00	1,634.30
Expense	579,808.72	226,846.60	62,869.29	290,092.83
Expense From Transfers	0.00	0.00	0.00	0.00
<b>Total Expense</b>	579,808.72	226,846.60	62,869.29	290,092.83



# Examples – Balance by Consolidation

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What is the balance in account 1322250 for Fiscal Year 2016?

- Drill down on GENX – What are all the expenses on “Services” object codes?

Enter an account from your department to view.

# What if I don't know if my account is a self-funded account or a budget based account?

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Look the account up in Kualu and drill into the account details. This works the majority of the time:

1322000:

<b>Sub-Fund Group Code:</b>	<u>EG</u>
<b>Description:</b>	Education & General
<b>Sub-Fund Group Type Code:</b>	<u>N - Neither</u>
<b>Fund Group Code:</b>	<u>A *-* Unrestricted Funds</u>
<b>Wage Indicator:</b>	Yes
<b>Financial Reporting Sort Code:</b>	22
<b>Active Indicator:</b>	Yes
<b>Budget Adjustment Restriction Code:</b>	None
<b>Default Account Restricted Status Code:</b>	<u>U - Unrestricted</u>
<b>CORE Fund Code:</b>	320G
<b>Spending Authority:</b>	Budget

2233300:

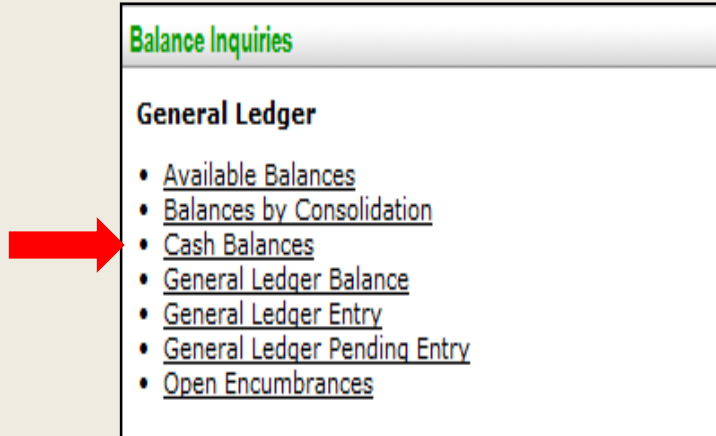
<b>Sub-Fund Group Code:</b>	<u>GENOP</u>
<b>Description:</b>	General Operations
<b>Sub-Fund Group Type Code:</b>	<u>N - Neither</u>
<b>Fund Group Code:</b>	<u>B *-* Auxiliary + Self Funded</u>
<b>Wage Indicator:</b>	Yes
<b>Financial Reporting Sort Code:</b>	41
<b>Active Indicator:</b>	Yes
<b>Budget Adjustment Restriction Code:</b>	SubFund
<b>Default Account Restricted Status Code:</b>	<u>U - Unrestricted</u>
<b>CORE Fund Code:</b>	<u>320G</u>
<b>Spending Authority:</b>	Cash

# Cash Balances

# Cash Balances

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Purpose: This report will only show the cash balance – object code 1100







The image shows a screenshot of a software interface. At the top, there is a header bar with the text "Balance Inquiries" in green. Below this header, the text "General Ledger" is displayed in bold. Underneath "General Ledger", there is a list of seven menu items, each preceded by a bullet point and underlined: "Available Balances", "Balances by Consolidation", "Cash Balances", "General Ledger Balance", "General Ledger Entry", "General Ledger Pending Entry", and "Open Encumbrances". A red arrow points from the left towards the "Cash Balances" item.

**Balance Inquiries**

**General Ledger**

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

## Cash Balance Lookup ?

* Fiscal Year:	<input type="text" value="2014"/> 
* Chart Code:	<input type="text" value="CO"/> 
* Account Number:	<input type="text" value="2283100"/> 
Sub-Account Number:	<input type="text"/> 
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Beginning Balance Line Amount</u>	<u>Contracts Grants Beginning Balance Amount</u>	<u>Account Line Annual Balance Amount</u>	<u>Available Cash Balance</u>
2014	CO	2283100	*ALL*	1100	*ALL*	112,412.61	0.00	(21,433.82)	90,978.79

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

# Example – Cash Balance

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What is the cash balance in account 2216000 for Fiscal Year 2018?









Enter an account from your department to view.

# General Ledger Balance

# General Ledger Balance

**Purpose:** Displays all object codes (unless specified) in an account. Using the Drill down capability, all transactions can be displayed

- Some additional lookup features offered in this screen include Balance Type Code, Object Type Code, and an Accumulate Balance lookup option).

* Fiscal Year:	2018	
* Chart Code:	CO	
* Account Number:		
Sub-Account Number:		
Object Code:		
Sub-Object Code:		
Balance Type Code:	AC	
Object Type Code:		
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts	
Amount View Option:	<input checked="" type="radio"/> Monthly <input type="radio"/> Accumulate	
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		



# Balance Type Code

**kuali**  
financial systems

Main Menu Maintenance Administration

action list doc search

General Ledger Balance Lookup ?

* Fiscal Year:	2012
* Chart Code:	CO
* Account Number:	
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type Code:	AC
Object Type Code:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail
Amount View Option:	<input checked="" type="radio"/> Monthly <input type="radio"/> Accumulate
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All

search clear cancel

## The 'Balance Type Codes'

AC Actuals – default is AC

BB Adjusted Base Budget- Original Budget

CB Current Budget – Budget with Adjustments  
– Revised Budget

CE Cost Share Encumbrances

EX External Encumbrance - obligation to pay vendors outside or external to CSU

IE Internal Encumbrance – obligation to pay transactional document for goods or services provided by one department to another department within CSU

MB Monthly Budget – section in Budgets that allows budget by month

NB Close Nominal Balance – Year end process, close Revenues and Expenses balances into the Balance Sheet (Fund Balance)

PE Pre-Encumbrance

RE Year End Budget Reversion

TR Transfers

# Object Type Code

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financial systems

Main Menu Maintenance Administration

action list doc search

General Ledger Balance Lookup ?

* Fiscal Year:	2012
* Chart Code:	CO
* Account Number:	
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type Code:	AC
<b>Object Type Code:</b>	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail
Amount View Option:	<input checked="" type="radio"/> Monthly <input type="radio"/> Accumulate
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All

search clear cancel

## The 'Object Type Code'

- AS Asset
- CH Cash Not Income - ie deposits
- EE Expenditure not Expense  
Cost of Sales 700x, Capital purchases like equipment, vehicles and buildings
- ES Expense Not Expenditure  
Depreciation expense 6679, Doubtful accounts 6632, Cash over or short 6634
- EX Expense Expenditure –  
General expense, salaries, supplies
- FB Fund Balance
- IC Income Not Cash –  
Gifts, Library Holdings, Gifts-Collectible objects
- IN Income – Cash
- LI Liability
- TE Transfer of Funds – Expense
- TI Transfer of Funds – Income

# Amount View Option

The “Amount View Option”

- Monthly will show the month’s activity
- Accumulate will show the accumulative total year to date

For OC 6601, July is zero, January \$2,061.00, and March is \$68.00, but the total is \$2,129.00 (next slide)

**Amount View Option:**  Monthly  Accumulate

**Include Pending Ledger Entry:**  No  Approved  All

2 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount				
2012	CO	1322800	*ALL*	6601	*ALL*	AC	*ALL*	0.00	0.00	2,129.00				
			<b>July</b>				<b>October</b>	0.00		<b>January</b>	2,061.00		<b>April</b>	0.00
			<b>August</b>				<b>November</b>	0.00		<b>February</b>	0.00		<b>May</b>	0.00
			<b>September</b>				<b>December</b>	0.00		<b>March</b>	68.00		<b>June</b>	0.00
										<b>Year End</b>	0.00			0.00

This slide has “Accumulate” selected for the same account. As you can see, it now is showing a running total based on our calculation of \$2,129.00

**Consolidation Option:**  Consolidation  Detail

**Amount View Option:**  Monthly  Accumulate

**Include Pending Ledger Entry:**  No  Approved  All

2 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount				
2012	CO	1322800	*ALL*	6601	*ALL*	AC	*ALL*	0.00	0.00	2,129.00				
			<b>July</b>				<b>October</b>	0.00		<b>January</b>	2,061.00		<b>April</b>	2,129.00
			<b>August</b>				<b>November</b>	0.00		<b>February</b>	2,061.00		<b>May</b>	2,129.00
			<b>September</b>				<b>December</b>	0.00		<b>March</b>	2,129.00		<b>June</b>	2,129.00
										<b>Year End</b>	2,129.00			2,129.00

# Examples – General Ledger Balance

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What is the accumulated revenue for account 2283100 for Fiscal Year 2016?

Enter an account from your department to view.

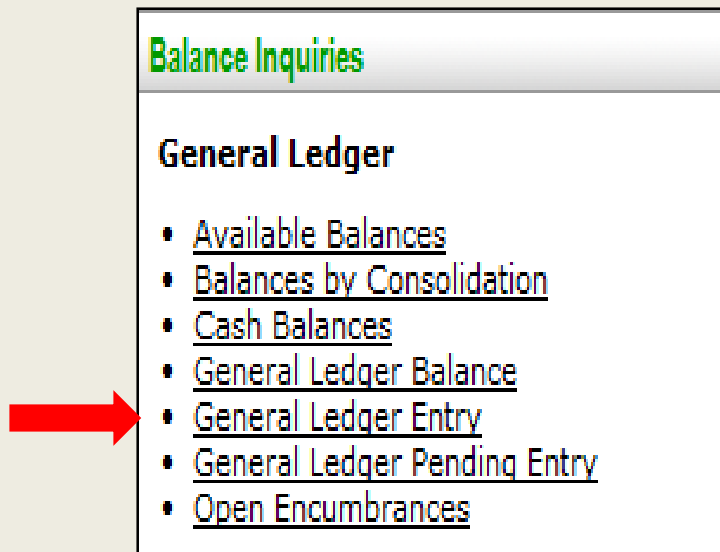
# General Ledger Entry

# General Ledger Entry

---

**Purpose:** To display an original entry. Document Number is NOT a required field.

- Provides a transactional level lookup
- Useful for monthly reconciliations



# General Ledger Entry - Search Options

General Ledger Entry offers a variety of options for searching. An example below shows good use of ways to pull entries using the fields listed as well as wildcards we have taught in our trainings:

Fiscal Year:	<input type="text" value="2017"/>	Document Type:	<input type="text" value="T%"/>
Chart Code:	<input type="text" value="CO"/>	Origin Code:	<input type="text"/>
Account Number:	<input type="text" value="1356570"/>	Document Number:	<input type="text"/>
Sub-Account Number:	<input type="text"/>	Organization Document Number:	<input type="text"/>
Object Code:	<input type="text" value="&gt;5999"/>	Project Code:	<input type="text"/>
Sub-Object Code:	<input type="text"/>	Organization Reference Id:	<input type="text"/>
Balance Type Code:	<input type="text" value="AC"/>	Reference Document Type Code:	<input type="text"/>
Object Type Code:	<input type="text"/>	Reference Origin Code:	<input type="text"/>
Fiscal Period:	<input type="text" value="01..03"/>	Reference Document Number:	<input type="text"/>
Pending Entry Approved Indicator:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All		

# Examples – General Ledger Entry

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Review the actual entries made in account 2600160, object code 6210, in August (02), for Fiscal Year 2014.

Search PCARD entries (PCDO) for September (03) for Fiscal Year 2012.

Find all transactions for the year in 6684 credit card clearing for account 2602010 year to date.

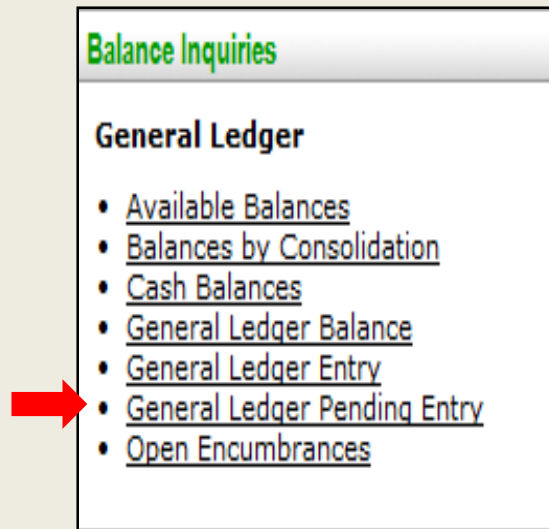


# General Ledger Pending Entry

# General Ledger Pending Entry

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**Purpose:** Display **Pending** original entry / document. It will display pending entry documents by account and object code



# General Ledger Pending Entry

- This search option would be used to view entries approved today, or those documents that are in process.
- This can also be done using the 'General Ledger Entry' screen and choosing 'Pending entry'
- This will display all Pending entries for account 2600010 by object code
- To look at all months, % must be used in the Fiscal Period section. \* will result in error

**General Ledger Pending Entry Lookup** ?

<b>Fiscal Year:</b> 2012	<b>Ledger Document Type:</b>
<b>Chart Code:</b> CO	<b>Origin Code:</b>
<b>Account Number:</b> 2600010	<b>Document Number:</b>
<b>Sub-Account Number:</b>	<b>Organization Document Number:</b>
<b>Object Code:</b>	<b>Project Code:</b>
<b>Sub-Object Code:</b>	<b>Organization Reference Id:</b>
<b>Balance Type Code:</b> AC	<b>Reference Document Type Code:</b>
<b>Object Type Code:</b>	<b>Reference Origin Code:</b>
<b>Fiscal Period:</b> 10	<b>Reference Document Number:</b>
<b>Pending Entry Approved Indicator:</b> <input type="radio"/> Approved <input checked="" type="radio"/> All	

2 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Ledger Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Project Code
2012	CO	2600010	-----	4380	21	AC	IN	10	DVCA	01	1773639	CHSAA 3A Basketball ticket sales	53,301.00	D	03/26/2012		-----
2012	CO	2600010	-----	2100	---	AC	LI	10	DVCA	01	1773639	TP Generated Offset	53,301.00	C	03/26/2012		-----

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

# Example – General Ledger Pending Entry

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Find a pending entry for one of your accounts.

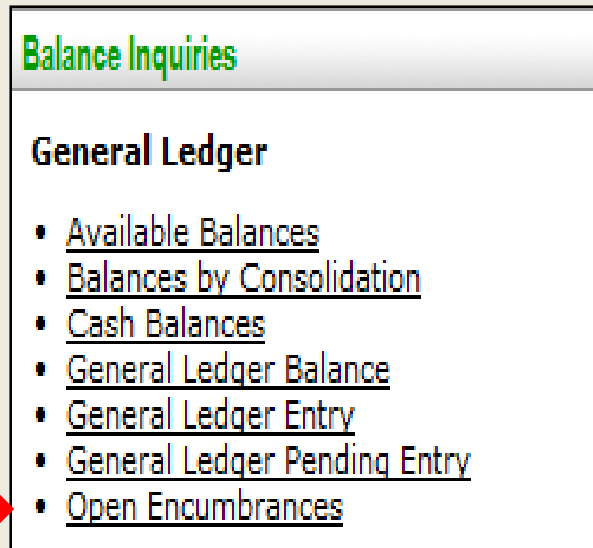
# Open Encumbrances

# Open Encumbrances

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**Purpose:** To provide information on encumbrances.

A helpful screen for reviewing encumbrances



# Open encumbrances

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Look up the open encumbrances in account 2602000, object code 6201

Enter an account from your department to view.

# Questions ???

Contact your Campus Service  
Representative with KFS Questions

Erin Mercurio	491- 6752
Summer Leaming	491- 2801
Publina Meldrum	491-4148

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