Balance Inquiry Table of Contents

Balance Inquiries Overview

To find detail behind balances within accounts go to Balance Inquiries located on the Kuali Main Menu. There are seven options under Balance Inquiries to choose from. When in the Balance Inquiry screens remember that anything underlined can be clicked on. So to get more information behind a number click on the number you want more information on. Any of the screens can bring you back to the original document.

Available Balance:

Available Balances, located under Balance Inquiries provides an overview of available balances that are cumulative by object code.

Available Balances Lookup ?

* Fiscal Year:	2015
* Chart Code:	PB
* Account Number:	1310001
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Consolidation Option:	○ Consolidation ○ Detail ○ Exclude Sub-Accounts
Include Pending Ledger Entry:	○ No ○ Approved ○ All

search   clear   cancel

5 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2015	PB	1310001	*ALL*	1100	*ALL*	0.00	(6,939.32)	0.00	(6,939.32)
2015	PB	1310001	*ALL*	2100	*ALL*	0.00	1,223.46	0.00	1,223.46
2015	PB	1310001	*ALL*	4510	*ALL*	0.00	(2,925.79)	0.00	(2,925.79)
2015	PB	1310001	*ALL*	4524	*ALL*	0.00	(327.91)	0.00	(327.91)
2015	PB	1310001	*ALL*	4531	*ALL*	0.00	(4,909.08)	0.00	(4,909.08)

Export options: CSV | spreadsheet | XML

To see more information behind an amount, you just click on the amount. So, if I wanted to see more information on the $1,223.46 in object code 2100 I would just click on the amount and it brings me to the below screen.

General Ledger Balance Lookup ?

View Accumulate Amount

One item retrieved.

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
2015	PB	1310001	*ALL*	2100	*ALL*	AC	*ALL*	0.00	0.00	1,223.46

July	1,223.46	October	0.00	January	0.00	April	0.00
August	0.00	November	0.00	February	0.00	May	0.00
September	0.00	December	0.00	March	0.00	June	0.00
						Year End	0.00

Export options: CSV | spreadsheet | XML

The amount of $1,223.46 is from the month of July. To see what makes up that amount you can click on the underlined amount and it will take you to the below screen.

9 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	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Re
2015	PB	1310001	-----	2100	---	AC	LI	01	DVCA	01	3872977	TP Generated Offset	4,909.08	C	07/17/2014			----------			
2015	PB	1310001	-----	2100	---	AC	LI	01	DVCA	01	3876921	TP Generated Offset	327.91	C	07/10/2014			----------			
2015	PB	1310001	-----	2100	---	AC	LI	01	DVCA	01	3877346	TP Generated Offset	37.73	D	07/10/2014			----------			
2015	PB	1310001	-----	2100	---	AC	LI	01	DVCA	01	3887874	TP Generated Offset	1,223.46	C	07/28/2014			----------			
2015	PB	1310001	-----	2100	---	AC	LI	01	DVCA	01	3961355	TP Generated Offset	1,740.06	C	07/22/2014			----------			
2015	PB	1310001	-----	2100	---	AC	LI	01	CHKD	01	919170	AMY MARGLIN	37.73	C	07/15/2014			----------	DVCA	01	38
2015	PB	1310001	-----	2100	---	AC	LI	01	CHKD	01	919171	LETICIA GONZALES	327.91	D	07/15/2014			----------	DVCA	01	38
2015	PB	1310001	-----	2100	---	AC	LI	01	CHKD	01	919883	MIRIAM FAHEM	4,909.08	D	07/22/2014			----------	DVCA	01	38
2015	PB	1310001	-----	2100	---	AC	LI	01	CHKD	01	919934	DANIEL CISNEROS	1,740.06	D	07/24/2014			----------	DVCA	01	39

Export options: CSV | spreadsheet | XML

This screen shows all the transactions that make up this amount. To see the document behind any of the amounts, click on the underlined document number.

Balance by Consolidation:

Balance by Consolidation located under Balance Inquiries provides balances using the highest reporting level.

Balances By Consolidation Lookup [?]

* Fiscal Year:	2015
* Chart Code:	PB
* Account Number:	1310001
Sub-Account Number:	
Consolidation Option:	● Consolidation ○ Detail ○ Exclude Sub-Accounts
Include Cost Share Sub-Accounts:	○ Include ● Exclude
Include Pending Ledger Entry:	● No ○ Approved ○ All

search   clear   cancel

Click on any underlined items. Here you can "drill down" to see more detail behind postings.

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2015	PB	1310001	*ALL*	A	OTRE	Drill Down	0.00	(8,162.78)	0.00	(8,162.78)

Export options: CSV | spreadsheet | XML

Totals

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income	0.00	(8,162.78)	0.00	(8,162.78)
Income From Transfers	0.00	0.00	0.00	0.00
Total Income	0.00	(8,162.78)	0.00	(8,162.78)
Expense	0.00	0.00	0.00	0.00
Expense From Transfers	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00

If you click on the Drill Down, it will take you to the below screen.

Balances By Level Lookup [?]

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Consolidation Code	Level Code	Lookup By Object	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2015	PB	1310001	*ALL*	OTRE	OFFC	Drill Down	0.00	(8,162.78)	0.00	(8,162.78)

Export options: CSV | spreadsheet | XML

If you click on Drill Down again it will take you to the below screen.

Balances By Object Lookup [?]

3 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Level Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance	See Pending Entry
2015	PB	1310001	*ALL*	4510	OFFC	0.00	(2,925.79)	0.00	(2,925.79)	Drill Down
2015	PB	1310001	*ALL*	4524	OFFC	0.00	(327.91)	0.00	(327.91)	Drill Down
2015	PB	1310001	*ALL*	4531	OFFC	0.00	(4,909.08)	0.00	(4,909.08)	Drill Down

Export options: CSV | spreadsheet | XML

You can click on any number underlined to get to the document behind it.

Cash Balances:

Cash Balances located under Balance Inquiries provides the beginning, annual, and available balance within an account only for object code 1100 – Cash.

Cash Balance Lookup [?]

* Fiscal Year:	2015
* Chart Code:	PB
* Account Number:	1310001
Sub-Account Number:	
Consolidation Option:	⦿ Consolidation ○ Detail ○ Exclude Sub-Accounts
Include Pending Ledger Entry:	⦿ No ○ Approved ○ All

search   clear   cancel

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount	Available Cash Balance
2015	PB	1310001	*ALL*	1100	*ALL*	0.00	0.00	(6,939.32)	(6,939.32)

Export options: CSV | spreadsheet | XML

General Ledger Balance:

General Ledger Balance located under Balance Inquiries provides object code balances by month.

General Ledger Balance Lookup

* Fiscal Year:	2015
* Chart Code:	PB
* Account Number:	1310001
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type Code:	AC
Object Type Code:	
Consolidation Option:	● Consolidation ○ Detail ○ Exclude Sub-Accounts
Amount View Option:	● Monthly ○ Accumulate
Include Pending Ledger Entry:	● No ○ Approved ○ All

search clear cancel

5 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
2015	PB	1310001	*ALL*	1100	*ALL*	AC	*ALL*	0.00	0.00	(6,939.32)

July	(6,939.32)	October	0.00	January	0.00	April	0.00
August	0.00	November	0.00	February	0.00	May	0.00
September	0.00	December	0.00	March	0.00	June	0.00
						Year End	0.00

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
2015	PB	1310001	*ALL*	2100	*ALL*	AC	*ALL*	0.00	0.00	1,223.46

Any of the numbers can be clicked on to get more information behind it. If you click on $(6,939.32) it will take you to the below screen.

General Ledger Entry Lookup

4 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	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Re
2015	PB	1310001	-----	1100	---	AC	AS	01	CHKD	01	919170	GENERATED OFFSET	37.73	D	07/15/2014			----------			
2015	PB	1310001	-----	1100	---	AC	AS	01	CHKD	01	919171	GENERATED OFFSET	327.91	C	07/15/2014			----------			
2015	PB	1310001	-----	1100	---	AC	AS	01	CHKD	01	919883	GENERATED OFFSET	4,909.08	C	07/22/2014			----------			
2015	PB	1310001	-----	1100	---	AC	AS	01	CHKD	01	919934	GENERATED OFFSET	1,740.06	C	07/24/2014			----------			

Export options: CSV | spreadsheet | XML

To see information behind these number you can click on any of the document numbers.

General Ledger Entry Inquiry:

General Ledger Entry Inquiry located under Balance Inquiries provides the transactions that make up a balance.

General Ledger Entry defaults to the current month, you can also narrow your search by entering more information. If you want to see all months put "*" in the Fiscal Period box.

General Ledger Pending Entries

This will show you what entries are pending for your account. If a document is final, it will not show in this screen. If a document is saved, enroute, or processed it will show in this screen. Below is what the screen looks like. If you do not have any documents in the pending section for your account, not items will appear.

You can click on any of the document numbers to see each document. In the document you can also view the route log to see who still needs to approve your document before it is final.

Open Encumbrances Inquiry:

Open Encumbrances Inquiry located under Balance Inquiries provides detail for open encumbrances.

Open Encumbrance Lookup ?

Fiscal Year:	2015
Chart Code:	PB
Account Number:	1310414
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type:	
Document Type:	
Origin Code:	
Document Number:	
Include Pending Ledger Entry:	⦿ No ○ Approved ○ All
Include Zeroed Out Encumbrances:	○ Include ⦿ Exclude

search   clear   cancel

2 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type	Document Type	Origin Code	Document Number	Description	Open Amount	Closed Amount	Outstanding Amount	Transaction Date
2015	PB	1310414	-----	6078	---	EX	PO	01	430442	Global Tech Resources Inc	694.96	0.00	694.96	07/10/2014
2015	PB	1310414	-----	6612	---	EX	PO	01	430442	Global Tech Resources Inc	22,007.70	0.00	22,007.70	07/10/2014

Export options: CSV | spreadsheet | XML

This will show you any outstanding encumbrances on your account. Encumbrances are not actual charges on your account, but it acts as a hold on the funds because you anticipate incurring that expense.

Balance Inquiry Tips/Information

➢ Export Options are located at the bottom of each page

2014	CO	2124610	-----	6601	---	IE	WOA	01	2296750	Forestry N219 Telecom Closet	205.20	0.00	205.20	06/30/2013
2014	CO	2124610	-----	6601	VOP	EX	PO	01	397138	eZuce	36,000.00	36,000.00	0.00	10/01/2013
2014	CO	2124610	-----	6602	---	EX	PO	01	395772	Gov Connection Inc	155.00	155.00	0.00	09/19/2013
2014	CO	2124610	-----	6602	---	EX	PO	01	404436	Unique Communications Solution	2,684.38	0.00	2,684.38	12/03/2013
2014	CO	2124610	-----	6602	---	EX	PO	01	405435	Fluke Networks	2,190.00	0.00	2,190.00	12/11/2013
2014	CO	2124610	-----	8260	---	EX	PO	01	384216	Professional Computing Resources Inc	52,500.00	22,500.00	30,000.00	06/30/2013

Export options: CSV | spreadsheet | XML

➢ Balances can be pulled using a "consolidation" option or a "detail" option in some screens:

Consolidation Option:

Available Balances Lookup ?

* Fiscal Year: 2014
* Chart Code: CO
* Account Number: 2124610
Sub-Account Number:
Object Code:
Sub-Object Code:
Consolidation Option: ⦿ Consolidation ○ Detail
Include Pending Ledger Entry: ⦿ No ○ Approved ○ All

search   clear   cancel

45 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2014	CO	2124610	*ALL*	1100	*ALL*	0.00	149,037.52	0.00	149,037.52
2014	CO	2124610	*ALL*	1892	*ALL*	0.00	85,945.53	0.00	85,945.53
2014	CO	2124610	*ALL*	1893	*ALL*	0.00	39,044.83	0.00	39,044.83
2014	CO	2124610	*ALL*	1894	*ALL*	0.00	(75,700.09)	0.00	(75,700.09)
2014	CO	2124610	*ALL*	2100	*ALL*	0.00	6,343.55	0.00	6,343.55
2014	CO	2124610	*ALL*	2330	*ALL*	0.00	0.00	0.00	0.00
2014	CO	2124610	*ALL*	3000	*ALL*	0.00	275,718.22	0.00	275,718.22
2014	CO	2124610	*ALL*	4405	*ALL*	0.00	1,654.08	0.00	1,654.08
2014	CO	2124610	*ALL*	4800	*ALL*	1,561,416.00	678,860.44	0.00	(882,555.56)
2014	CO	2124610	*ALL*	5100	*ALL*	51,510.00	0.00	0.00	51,510.00

Detail Option:

Available Balances Lookup ?

* Fiscal Year: 2014
* Chart Code: CO
* Account Number: 2124610
Sub-Account Number:
Object Code:
Sub-Object Code:
Consolidation Option: ○ Consolidation ● Detail
Include Pending Ledger Entry: ● No ○ Approved ○ All

[search] [clear] [cancel]

53 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2014	CO	2124610	-----	1100	---	0.00	149,037.52	0.00	149,037.52
2014	CO	2124610	-----	1892	---	0.00	85,945.53	0.00	85,945.53
2014	CO	2124610	-----	1893	---	0.00	39,044.83	0.00	39,044.83
2014	CO	2124610	-----	1894	---	0.00	(75,700.09)	0.00	(75,700.09)
2014	CO	2124610	-----	2100	---	0.00	6,343.55	0.00	6,343.55
2014	CO	2124610	-----	2330	---	0.00	0.00	0.00	0.00
2014	CO	2124610	-----	3000	---	0.00	275,718.22	0.00	275,718.22
2014	CO	2124610	-----	4405	---	0.00	1,654.08	0.00	1,654.08
2014	CO	2124610	-----	4800	---	1,561,416.00	0.00	0.00	(1,561,416.00)
2014	CO	2124610	-----	4800	BTS	0.00	521,305.17	0.00	521,305.17
2014	CO	2124610	-----	4800	CFS	0.00	657.73	0.00	657.73
2014	CO	2124610	-----	4800	CWS	0.00	87.50	0.00	87.50
2014	CO	2124610	-----	4800	LDS	0.00	84,155.97	0.00	84,155.97
2014	CO	2124610	-----	4800	SRS	0.00	1,037.07	0.00	1,037.07
2014	CO	2124610	-----	4800	VMS	0.00	71,617.00	0.00	71,617.00
2014	CO	2124610	-----	5100	---	51,510.00	0.00	0.00	51,510.00

➢ Balances can be viewed in some screens by either including only items that have approved and finalized posting, or there is the option to also include items that are pending.

Not including pending entries:

Available Balances Lookup ?

* Fiscal Year: 2014
* Chart Code: CO
* Account Number: 2124610
Sub-Account Number:
Object Code: 6201
Sub-Object Code:
Consolidation Option: ● Consolidation ○ Detail
Include Pending Ledger Entry: ● No ○ Approved ○ All

[search] [clear] [cancel]

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2014	CO	2124610	*ALL*	6201	*ALL*	0.00	128,251.62	6,035.52	(134,287.14)

Including pending entries:

Available Balances Lookup ❓

* Fiscal Year:	2014 🔍
* Chart Code:	CO 🔍
* Account Number:	2124610 🔍
Sub-Account Number:	🔍
Object Code:	6201 🔍
Sub-Object Code:	🔍
Consolidation Option:	⦿ Consolidation ○ Detail
Include Pending Ledger Entry:	○ No ○ Approved ⦿ All

search clear cancel

> Amount changed from
> 128,251.62
> to 128,649.04
> Difference = 397.42

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2014	CO	2124610	*ALL*	6201	*ALL*	0.00	128,649.04	5,949.56	(134,598.60)

➢ Balances in some screens can be viewed as a monthly amount or as an accumulate amount.

Balance provided as a monthly amount:

General Ledger Balance Lookup ❓

* Fiscal Year:	2014 🔍
* Chart Code:	CO 🔍
* Account Number:	2124610 🔍
Sub-Account Number:	🔍
Object Code:	6201 🔍
Sub-Object Code:	🔍
Balance Type Code:	AC 🔍
Object Type Code:	🔍
Consolidation Option:	⦿ Consolidation ○ Detail
Amount View Option:	⦿ Monthly ○ Accumulate
Include Pending Ledger Entry:	⦿ No ○ Approved ○ All

search clear cancel

> Each month will only show the amount applicable to that month. Notice that the December amount is $15,936.77.

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount
2014	CO	2124610	*ALL*	6201	*ALL*	AC	*ALL*	0.00	0.00	128,730.29

July	29,292.13	October	38,533.49	January	0.00	April	0.00
August	20,419.72	November	2,666.56	February	0.00	May	0.00
September	21,881.62	December	15,936.77	March	0.00	June	0.00
						Year End	0.00

Balance provided as an accumulate amount:

Now, with the Accumulate box checked, you see that the December amount has changed from 15,936.77 to 128,730.29. This is now displaying the year-to-date total.

> Characters that can be used to help narrow a search.

Character	Function	Example	Returns:
|	Or	1356610|2608000	Matches on either value
&&	And	1356610&&2608000	Matches on records that contain both values
!	Not equal to	!1356610	Matches on records except for 1356610
?	Match a single character	135?610	Matches on records that start with 135 and end with 610
*	Wildcard	21*	Matches on any record that starts with 21
>	Greater than	>5999	Matches on records greater than 5999
<	Less than	<5000	Matches on records less than 5000
>=	Greater than or equal to	>=6000	Matches on records greater than or equal to 6000
<=	Less than or equal to	<=4999	Matches on records less than or equal to 4999
..	Between (range of values)	6200..6699	Matches on records between 6200 and 6699