

Balance Inquiry Table of Contents

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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.

financial systems Main Menu Maintenance Administ	ration	KFS 4.1.1 (20130515-P
action list		Logged in User: bgustiso
Transactions	Custom Document Searches	Balance Inquiries
Budget Construction	Financial Transactions	General Ledger
Budget Construction Selection	Capital Asset Management	Available Balances
Financial Processing	<u>Asset Maintenance</u>	Balances by Consolidation Cash Balances
Advance Deposit Adjustment/Access Voucher	Financial Processing	General Ledger Balance General Ledger Entry
Budget Adjustment	<u>Disbursement Vouchers</u>	General Ledger Pending Entry Open Encumbrances
<u>Cash Receipt</u> Disbursement Voucher	Purchasing/Accounts Payable	

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 (S)
* Account Number:	1310001 🛇
Sub-Account Number:	0
Object Code:	<u> </u>
Sub-Object Code:	0
Consolidation Option:	Consolidation ○ Detail ○ Exclude Sub-Accounts
Include Pending Ledger Entry:	
search	lear cancel

5 items retrieved, displaying all items.

Fiscal Year	<u>Chart Code</u>	Account Number	Sub-Account Number	Object Code	Sub-Object Code	<u>Budget Amount</u>	Actuals Amount	Encumbrance Amount	<u>Variance</u>
<u>2015</u>	<u>PB</u>	<u>1310001</u>	*ALL*	<u>1100</u>	*ALL*	<u>0.00</u>	(6,939.32)	<u>0.00</u>	(6,939.32)
<u>2015</u>	<u>PB</u>	<u>1310001</u>	*ALL*	<u>2100</u>	*ALL*	<u>0.00</u>	1,223,46	<u>0.00</u>	1,223.46
<u>2015</u>	<u>PB</u>	<u>1310001</u>	*ALL*	<u>4510</u>	*ALL*	<u>0.00</u>	<u>(2,925.79)</u>	<u>0.00</u>	(2,925.79)
<u>2015</u>	<u>PB</u>	<u>1310001</u>	*ALL*	<u>4524</u>	*ALL*	<u>0.00</u>	<u>(327.91)</u>	<u>0.00</u>	(327.91)
<u>2015</u>	<u>PB</u>	<u>1310001</u>	*ALL*	<u>4531</u>	*ALL*	<u>0.00</u>	<u>(4,909.08)</u>	<u>0.00</u>	(4,909.08)

Export options: <u>CSV | spreadsheet | XML</u>

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 Le	dger Balar	nce Lookup _?										
View Accu	mulate Arnoi	unt										
One item r	etrieved.											
<u>Fiscal</u> Year	<u>Chart</u> Code	Account Number	Sub-Account Number	Object Code	Sub-Object	Balance Type Code	Object Type Code	Beginning Balance Line Amount	<u>Contracts Gran</u> Balance A	ts Beginning mount	Acco Bal	unt Line Annual ance Amount
2015	PB	<u>1310001</u>	*ALL*	2100	*ALL*	AC	*ALL*	0.00	bulance	0.00	<u></u>	1,223.46
										1		
		July		L,223.46	October	<u>(</u>	<u>Januar</u>	/ <u>0</u>	<u>00</u> April		0.00	
		August		0.00	November	<u>(</u>	0.00 Februar	y <u>0</u>	<u>00</u> May		<u>0.00</u>	
		September		0.00	December	<u>(</u>	0.00 March	<u>0</u>	00 June		<u>0.00</u>	
									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.

General Ledger Entry Lookup 👔

9 items retrieved, displaying all items.

<u>Fisca</u> <u>Year</u>	<u>Chart</u> <u>Code</u>	<u>Account</u> Number	<u>Sub-Account</u> <u>Number</u>	<u>Object</u> <u>Code</u>	<u>Sub-Object</u> <u>Code</u>	<u>Balance</u> <u>Type</u> <u>Code</u>	<u>Object</u> <u>Type</u> <u>Code</u>	<u>Fiscal</u> Period	Document Type	<u>Origin</u> <u>Code</u>	Document Number	Transaction Ledger Entry Description	<u>Transaction</u> <u>Ledger</u> <u>Entry</u> <u>Amount</u>	<u>Debit</u> <u>Credit</u> <u>Code</u>	<u>Transaction</u> <u>Date</u>	<u>Organization</u> <u>Document</u> <u>Number</u>	<u>Project</u> <u>Code</u>	Organization <u>Reference</u> <u>Id</u>	Reference Document Type Code	<u>Reference</u> <u>Origin</u> <u>Code</u>	Re Di
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>2100</u>		<u>AC</u>	Ш	<u>01</u>	DVCA	<u>01</u>	<u>3872977</u>	TP Generated Offset	4,909.08	с	07/17/2014						
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>2100</u>		<u>AC</u>	Ш	<u>01</u>	DVCA	<u>01</u>	<u>3876921</u>	TP Generated Offset	327.91	с	07/10/2014						
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>2100</u>		<u>AC</u>	Ц	<u>01</u>	DVCA	<u>01</u>	<u>3877346</u>	TP Generated Offset	37.73	D	07/10/2014						
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>2100</u>		<u>AC</u>	ш	<u>01</u>	DVCA	<u>01</u>	<u>3887874</u>	TP Generated Offset	1,223.46	с	07/28/2014						
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>2100</u>		<u>AC</u>	ш	<u>01</u>	DVCA	<u>01</u>	<u>3961355</u>	TP Generated Offset	1,740.06	с	07/22/2014						
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>2100</u>		<u>AC</u>	ш	<u>01</u>	<u>CHKD</u>	<u>01</u>	<u>919170</u>	AMY MARGLIN	37.73	с	07/15/2014				DVCA	<u>01</u>	38
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>2100</u>		<u>ac</u>	ш	<u>01</u>	<u>CHKD</u>	<u>01</u>	<u>919171</u>	LETICIA GONZALES	327.91	D	07/15/2014				DVCA	<u>01</u>	38
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>2100</u>		<u>AC</u>	ш	<u>01</u>	<u>CHKD</u>	<u>01</u>	<u>919883</u>	MIRIAM FAHEM	4,909.08	D	07/22/2014				DVCA	<u>01</u>	38
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>2100</u>		<u>AC</u>	ш	<u>01</u>	<u>CHKD</u>	<u>01</u>	<u>919934</u>	DANIEL CISNEROS	1,740.06	D	07/24/2014				DVCA	<u>01</u>	39

Export options: <u>CSV | spreadsheet | XML</u>

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				Clie		- dauliu - d			
Consolidation Option:	• Consolidation	Detail C Exclude Sub	-Accounts	item	k on any ur s Here voi	ideriined			
Include Cost Share Sub-Accounts	C Include 🖲 Exclus	C Include @ Exclude							
Include Pending Ledger Entry	● No C Approved	C All	<u> </u>	2011	hehind nos	tings			
	sea	rch clear canc	el	\rightarrow	bernina pos	dings.			
One item retrieved.									
Fiscal Year Chart Code Account Number Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	<u>Budget Amount</u>	Actuals Amount	Encumbrance Amount	<u>Variance</u>		
<u>2015 PB 1310001</u> *ALL* A		OTRE	<u>Drill Down</u>	0.00	(8,162.78)	0.00	(8,162.78)		
Export options; <u>CSV spreadsheet XML</u>									
Totals	Tuna	Budget An	ount Act	uale Amount	Encumbra	oce Amount V	ariance		

Туре	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 I	By Level	Lookup	2
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One item retrieved.

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

Export options: <u>CSV | spreadsheet | XML</u>

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	<u>Variance</u>	See Pending Entry
2015	<u>PB</u>	<u>1310001</u>	*ALL*	<u>4510</u>	OFFC	<u>0.00</u>	<u>(2,925.79)</u>	<u>0.00</u>	(2,925.79)	Drill Down
<u>2015</u>	<u>PB</u>	<u>1310001</u>	*ALL*	<u>4524</u>	OFFC	<u>0.00</u>	<u>(327.91)</u>	<u>0.00</u>	(327.91)	Drill Down
<u>2015</u>	<u>PB</u>	<u>1310001</u>	*ALL*	<u>4531</u>	OFFC	<u>0.00</u>	<u>(4,909.08)</u>	<u>0.00</u>	(4,909.08)	Drill Down

Export options: <u>CSV</u> | <u>spreadsheet</u> | <u>XML</u>

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

Cash Balances:

<u>PB</u>

Export options: <u>CSV | spreadsheet | XML</u>

2015

<u>1310001</u>

ALL

ALL

<u>1100</u>

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

Cash Bal	ance Look	up 🥐							
				* Fis	cal Year: 2015	0			
				* Ch	art Code: PB	9			
				* Account	Number: 131000	n 🕓			
				ub-Account	Number:	8			
				Consolidatio	n Option: 🖲 _C	onsolidation C Detail C Excl	ude Sub-Accounts		
			Include P	ending Ledg	er Entry: 💿 _N	o C Approved C All			
				sea	rch clear	cancel			
ne item ret	rieved.								
<u>Fiscal</u> Year	<u>Chart</u> Code	Account Number	Sub-Account	Object Code	Sub-Object	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount	<u>Available Cash</u> Balance

0.00

(6,939.32)

(6,939.32)

0.00

General Ledger Balance:

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

			?	-						-		
				* Fiscal Y	rear: 2015 🕓							
				* Chart C	ode: PB							
			* ۵	ccount Num	ber: 1310001	٩						
			Sub-A		ber 9)						
				Object C	ode:							
			5	ub-Object C	ode:							
			Bala	nce Type (ode: 00							
			Oh	iect Type C	ode:							
			Conso	lidation On	tion: Conco	lidation () Datail	O Evoludo Sub	Associate				
			Amou	int View On	tion: Conso	v O Accurculate	·· Exclude Sub	-Accounts				
			Include Pendin	a Ledaer E	ntry: • No O	Approved C All						
						search	clear cance					
5 items re <u>Fiscal</u>	trieved, disp	olaying all items.	<u>Sub-Account</u>	Object	Sub-Object	Balance Type	Clear Cance	Beginning Balance Line	Contracts Gran	<u>ts Beginning</u>	Account I	Line Annua
i items re <u>Fiscal</u> Year	trieved, disp Chart Code	olaying all items. Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type	Clear Cance	Beginning Balance Line Amount	<u>Contracts Gran</u> Balance A	ts Beginning Amount	<u>Account I</u> Balance	Line Annua e Amount
items re <u>Fiscal</u> <u>Year</u> 2015	trieved, disp Chart Code PB	playing all items. Account Number 1310001	Sub-Account Number *ALL*	Object Code	Sub-Object Code *ALL*	Balance Type Code	Clear Cance Object Type Code *ALL*	Beginning Balance Line Amount 0.00	<u>Contracts Gran</u> Balance A	ts Beginning Imount 0.00	<u>Account I</u> <u>Balance</u>	Line Annu e Amount (6,9:
i items re Fiscal Year 2015	trieved, disp Chart Code PB	olaying all items. Account Number 1310001 July	Sub-Account Number *ALL*	0bject Code 1100	Sub-Object Code *ALL* October	Balance Type Code AC	Object Type Code *ALL* .00 January	Beginning Balance Line Amount 0.00	<u>Contracts Gran</u> <u>Balance A</u> 2 April	ts Beainnina Amount 0.00	Account I Balance	Line Annu. e Amount (6,9:
5 items re Fiscal Year 2015	trieved, disp Chart Code PB	olaying all items. Account Number 1310001 July August	Sub-Account Number *ALL* (6.)	0bject Code 1100 939.32)	Sub-Object Code *ALL* October ovember	Balance Type Code AC	Object Type Code *ALL* .00 January .00 Februar	Beginning Balance Line Amount 0.00 y 0.00 y 0.00	<u>Contracts Gran</u> <u>Balance #</u> 2 April 2 May	ts Beainnina Imount 0.00	<u>Account I</u> Balance	Line Annu e Amount (6,9:
5 items re Fiscal Year 2015	trieved, disp Chart Code PB	Arrow all items. Account Number 1310001 July August September	Sub-Account Number *ALL* (6.	Object Code 1100 939.321 0.00 0.00	Sub-Object Code *ALL* October ovember ecember	Balance Type Code AC	Object Type Code *ALL* .00 January .00 Februar .00 March	Beginning Balance Line Amount 0.00 y 0.00 y 0.00 y 0.00	Contracts Gran Balance A 2 April 2 May 2 June	ts Beginning Amount 0.00	Account 1 Balance 0.00 0.00 0.00	Line Annu. e Amount (6,9:
i items re Fiscal Year 2015	trieved, disp Chart Code PB	Account Number 1310001 July August September	Sub-Account Number *ALL* (6.	Object Code 1100 939.32) 0.00 N 0.00	Sub-Object Code *ALL* October ovember ecember	Balance Type Code AC	Object Type Code *ALL* .00 January .00 Februar .00 March	Beginning Balance Line Amount 0.00 y 0.00 y 0.00	Contracts Gran Balance A 2 April 2 May 2 June Year End	ts Beainnina Imount 0.00	Account I Balance 0.00 0.00 0.00 0.00	Line Annu. e Amount (6,9:
5 items re Fiscal Year 2015 Fiscal Year	trieved, disp Chart PB Chart Code	Account Number 1310001 July August September Account Number	Sub-Account Number *ALL* (6. Sub-Account Number	Object Code 1100 939.32) 0.00 0.00 D Object Code	Sub-Object Code *ALL* October ecember ecember Sub-Object Code	Balance Type Code AC Balance Type Code	Object Type Code *ALL* .00 January .00 Februar .00 March Object Type Code	Beginning Balance Line Amount 0.00 y 0.00 y 0.00 Beginning Balance Line Amount	Contracts Gran Balance A 2 April 2 May 2 June Year End Contracts Gran Balance A	ts Beginning mount 0.00 ts Beginning mount	Account 1 Balance 0.00 0.00 0.00 0.00 Account 1 Balance	Line Annu e <u>Amount</u> (6,9: Line Annu. e Amount

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.

<u>Fisc</u> Yea	al <u>Char</u> r <u>Code</u>	t <u>Account</u> Number	<u>Sub-Account</u> <u>Number</u>	<u>Object</u> <u>Code</u>	<u>Sub-Object</u> <u>Code</u>	Balance Type Code	Object Type Code	<u>Fiscal</u> <u>Period</u>	Document Type	<u>Origin</u> <u>Code</u>	<u>Document</u> <u>Number</u>	<u>Transaction</u> Ledger Entry Description	<u>Transaction</u> Ledger Entry <u>Amount</u>	<u>Debit</u> <u>Credit</u> <u>Code</u>	<u>Transaction</u> <u>Date</u>	<u>Organization</u> <u>Document</u> <u>Number</u>	<u>Project</u> <u>Code</u>	Organization <u>Reference</u> <u>Id</u>	Reference Document Type Code	<u>Reference</u> Origin <u>Code</u>	28 D: 1
2015	<u>PB</u>	<u>1310001</u>		<u>1100</u>		<u>AC</u>	<u>AS</u>	<u>01</u>	<u>CHKD</u>	<u>01</u>	<u>919170</u>	GENERATED OFFSET	37.73	D	07/15/2014						
2015	<u>PB</u>	<u>1310001</u>		<u>1100</u>		<u>AC</u>	<u>AS</u>	<u>01</u>	<u>CHKD</u>	<u>01</u>	<u>919171</u>	GENERATED OFFSET	327.91	с	07/15/2014						
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>1100</u>		<u>AC</u>	<u>AS</u>	<u>01</u>	<u>CHKD</u>	<u>01</u>	<u>919883</u>	GENERATED OFFSET	4,909.08	с	07/22/2014						
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>1100</u>		<u>AC</u>	<u>AS</u>	<u>01</u>	<u>CHKD</u>	<u>01</u>	<u>919934</u>	GENERATED OFFSET	1,740.06	с	07/24/2014						

Export options: <u>CSV | spreadsheet | XML</u>

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.

Gen	eral Li	edger En	try Lookup	?	÷.														
			Fiscal	Year:	2015 🕓						Docur	nent Type:	9						
			Chart	Code:	РВ 🕓						0	rigin Code:	9						
			Account Nu	mber:	1310001	٩					Documer	t Number:							
		Sul	o-Account Nu	mber:	۹				Orga	nizatio	n Documer	t Number:							
			Object	Code:	۹						Pro	ject Code:	٩	_					
			Sub-Object	Code:	۹					Organ	ization Ref	erence Id:							
		E	alance Type	Code:	AC S				Refe	rence D	ocument 1	ype Code: 🖊		Clic	ck on und	derlined			
			Object Type	Code:	9					Re	eference O	rigin Cod	do	cum	ont num	hars to n			
			Fiscal P	eriod:	01				Re	eferenc	e Documer	t Numb	uu						
F	endin	g Entry A	pproved India	cator:	• No C At	proved () All						up	the	docume	nt that h	ad		
							sear	ch c	lear ca	ncel				tł	ne transa	iction.			
													\geq	-					
18 iten	ns retrie	eved, displ	aying all items									/							
<u>Fisca</u> <u>Year</u>	<u>Chart</u> Code	Account Number	<u>Sub-Account</u> <u>Number</u>	<u>Object</u> <u>Code</u>	<u>Sub-Object</u> <u>Code</u>	<u>Balance</u> <u>Type</u> <u>Code</u>	Object Type Code	<u>Fiscal</u> <u>Period</u>	Document Type	<u>Oriqin</u> <u>Code</u>	Document Number	Trans U Scription	ransaction Ledger Entry Amount	<u>Debit</u> Credit Code	<u>Transaction</u> <u>Date</u>	<u>Organization</u> <u>Document</u> <u>Number</u>	Project Code	Organization Reference Id	Reference Document Type Code
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>1100</u>		AC	<u>AS</u>	<u>01</u>	<u>CHKD</u>	<u>01</u>	919170	GENERATED OFFSET	37.73	D	07/15/2014				
<u>2015</u>	<u>PB</u>	1310001		<u>1100</u>		AC	AS	<u>01</u>	CHKD	<u>01</u>	<u>919171</u>	GENERATED OFFSET	327.91	с	07/15/2014				
2015	<u>PB</u>	1310001		1100		AC	AS	<u>01</u>	CHKD	01	<u>919883</u>	GENERATED OFFSET	4,909.08	с	07/22/2014				
<u>2015</u>	<u>PB</u>	1310001		1100		AC	AS	<u>01</u>	CHKD	<u>01</u>	<u>919934</u>	GENERATED OFFSET	1,740.06	с	07/24/2014				
<u>2015</u>	<u>PB</u>	<u>1310001</u>		2100		AC	<u>LI</u>	<u>01</u>	DVCA	<u>01</u>	<u>3887874</u>	TP Generated Offset	1,223.46	с	07/28/2014				
2015	PB	1310001		2100		AC	LI	01	CHKD	01	919170	AMY	37.73	с	07/15/2014				DVCA

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.

eneral Ledger Entry Lookup 🎅		Sector Se	
Fiscal Year:	2015 🕓	Document Type:	۲
Chart Code:	PB 🔍	Origin Code:	٩
Account Number:	1310001	Document Number:	
Sub-Account Number:	9	ment Number:	
Object Code:	4* 9	Defaults to	۲
Sub-Object Code:	<u> </u>	current month	
Balance Type Code:	AC (S)	Code:	۲
Object Type Code:	9	Reference Origin Code:	۲
Fiscal Period:	01 🔇	Reference Document Number:	
Pending Entry Approved Indicator:			
	search	ear cancel	

5 items retrieved, displaying all items.

<u>Fiscal</u> <u>Year</u>	<u>Chart</u> <u>Code</u>	<u>Account</u> Number	<u>Sub-Account</u> <u>Number</u>	<u>Object</u> <u>Code</u>	<u>Sub-Object</u> <u>Code</u>	<u>Balance</u> <u>Type</u> <u>Code</u>	<u>Object</u> <u>Type</u> <u>Code</u>	<u>Fiscal</u> Period	Document Type	<u>Origin</u> <u>Code</u>	Document Number	Transaction Ledger Entry Description	<u>Transaction</u> Ledger Entry <u>Amount</u>	<u>Debit</u> <u>Credit</u> <u>Code</u>	<u>Transaction</u> <u>Date</u>	<u>Organization</u> <u>Document</u> <u>Number</u>	<u>Project</u> <u>Code</u>	Organization Reference Id	Reference Documen Type Code
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>4510</u>		<u>ac</u>	<u>IN</u>	<u>01</u>	DVCA	<u>01</u>	<u>3877346</u>	REFUND - AMY MARGLIN	37.73	с	07/10/2014				
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>4510</u>		<u>AC</u>	IN	<u>01</u>	DVCA	<u>01</u>	<u>3887874</u>	REFUND REQUEST - KRYSTAL MARTINEZ	1,223.46	D	07/28/2014				
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>4510</u>		AC	IN	<u>01</u>	DVCA	<u>01</u>	<u>3961355</u>	REFUND - DANIEL CISNEROS	1,740.06	D	07/22/2014				
<u>2015</u>	<u>PB</u>	<u>1310001</u>		<u>4524</u>		<u>ac</u>	<u>IN</u>	<u>01</u>	DVCA	<u>01</u>	<u>3876921</u>	REFUND - LETICIA GONZALES	327.91	D	07/10/2014				
2015	<u>PB</u>	<u>1310001</u>		<u>4531</u>		AC	IN	<u>01</u>	DVCA	<u>01</u>	3872977	Refund - Miriam	4,909.08	D	07/17/2014				

General Ledger Pending Entries

2015 PB

<u>2015</u> <u>PB</u> <u>1261055</u>

1261055 <u>6201</u>

<u>6201</u>

<u>AC</u>

AC

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.

Ger	ieral Le	edger Pe	nding Entry I	ookup) ?	14												and the second		
			Fiscal	Year:	2015 🕓					Lee	dger Docun	nent Type:	9)						
			Chart	Code: [PB 🕓						01	rigin Code:	۹							
			Account Nur	nber: [1261055	9					Documer	t Number:								
		Sut	o-Account Nur	nber: [٩				Orga	nizatio	n Documer	t Number:								
			Object	Code: [٩						Pro	ject Code:	٩)						
			Sub-Object	Code: [٩					Organ	ization Ref	erence Id:								
		8	alance Type	Code:	4C 🕓				Refe	rence C	ocument 1	ype Code:	9)						
			Object Type	Code: [٩					Re	eference Oi	rigin Code:	٩							
			Fiscal Pe	eriod: [01 🕓				Re	ferenc	e Documer	t Number:								
	Pendine	g Entry A	pproved India	ator:	C Approved	⊛ _{All}														
							sear	ch (lear ca	ncel										
16 ite	ns retrie	eved, displ	aying all items.																	
<u>Fisca</u>	l <u>Chart</u>	Account	Sub-Account	Object	Sub-Object	Balance Type	Object Type	<u>Fiscal</u>	<u>Ledger</u> Document	Origin	Document	<u>Transaction</u> <u>Ledger</u>	<u>Transaction</u> <u>Ledger</u>	<u>Debit</u> Credit	<u>Transaction</u>	<u>Organization</u> Document	Project	Organization Reference	<u>Reference</u> <u>Document</u>	<u>Refere</u> Oriai
Yea	<u>Code</u>	Number	Number	Code	Code	Code	Code	Period	Туре	Code	Number	Entry Description	<u>Entry</u> <u>Amount</u>	<u>Code</u>	Date	Number	Code	Id	<u>Type</u> <u>Code</u>	Code
<u>2015</u>	<u>PB</u>	<u>1261055</u>		<u>6619</u>		<u>AC</u>	<u>ex</u>	<u>01</u>	DVCA	<u>01</u>	<u>3962385</u>	CENTURY LINK - 1304806125	53.67	D	07/22/2014					
<u>2015</u>	<u>PB</u>	<u>1261055</u>		<u>2100</u>		AC	ш	<u>01</u>	DVCA	<u>01</u>	<u>3962385</u>	TP Generated Offset	53.67	с	07/22/2014					

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.

<u>01</u>

<u>01</u>

<u>3930146</u>

4000663

4IMPRINT

USAFA CLASS SIX

<u>PCDO</u>

PCDO

<u>01</u>

<u>EX</u>

<u>EX</u> <u>01</u> 31.92 D

1,280.21 D

07/25/2014

07/28/2014

2002000

2001964

Open Encumbrances Inquiry:

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

Open E	ncumbra	ance Lookup	?				P				1000			
_														
					Fiscal Ye	ar: 2015	9							
					Chart Co	le: PB 🤇	s)							
					Account Numb	er: 1310414	9							
				Sub	Account Numb	er:	٩							
					Object Cod	le:	9							
					Sub-Object Co	ie:	۹							
					Balance Tvi	be:	•							
					Document Tvi	be:	•							
					Origin Cor	te:	٩							
				D	ocument Numh	er:								
			Ĭn	- clude Penr	lina Ledaer Ent	r v: 🖲 No.	O Approved	о " _М і						
			Include	e Zeroed O	ut Encumbranci	es: O Inc	lude . Evoludi							
					(coarch)	close (c		,						
					search		ancer							
2 items re	trieved, di	splaying all iten	ns.											
Fiscal	Chart	Account	Sub-Account	Object	Sub-Object	Balance	Document	Origin	Document	Description	Open	Closed	Outstanding	Transaction
Year	Code	Number	Number	Code	Code	Туре	Туре	Code	Number	Description	Amount	Amount	Amount	Date
<u>2015</u>	<u>PB</u>	<u>1310414</u>		<u>6078</u>		<u>EX</u>	<u>PO</u>	<u>01</u>	430442	Global Tech Resources Inc	694.96	0.00	694.96	07/10/2014
<u>2015</u>	<u>PB</u>	<u>1310414</u>		<u>6612</u>		<u>EX</u>	<u>PO</u>	<u>01</u>	430442	Global Tech Resources Inc	22,007.70	0.00	22,007.70	07/10/2014
Export op	tions: <u>CSV</u>	spreadsheet	<u>XML</u>											

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

<u>2014</u>	<u>C0</u>	<u>2124610</u>		<u>6601</u>		<u>IE</u>	<u>WOA</u>	<u>01</u>	2296750	Forestry N219 Telecom Closet	205.20	0.00	205.20	06/30/2013
<u>2014</u>	<u>C0</u>	2124610		<u>6601</u>	VOP	<u>EX</u>	<u>P0</u>	<u>01</u>	397138	eZuce	36,000.00	36,000.00	0.00	10/01/2013
<u>2014</u>	<u>C0</u>	2124610		<u>6602</u>		<u>EX</u>	<u>P0</u>	<u>01</u>	395772	Gov Connection Inc	155.00	155.00	0.00	09/19/2013
<u>2014</u>	<u>C0</u>	<u>2124610</u>		<u>6602</u>		<u>EX</u>	<u>PO</u>	<u>01</u>	404436	Unique Communications Solution	2,684.38	0.00	2,684.38	12/03/2013
<u>2014</u>	<u>C0</u>	2124610		<u>6602</u>		<u>EX</u>	<u>P0</u>	<u>01</u>	405435	Fluke Networks	2,190.00	0.00	2,190.00	12/11/2013
<u>2014</u>	<u>C0</u>	<u>2124610</u>		<u>8260</u>		<u>EX</u>	<u>PO</u>	<u>01</u>	384216	Professional Computing Resources Inc	52,500.00	22,500.00	30,000.00	06/30/2013
Export o	ptions: <u>C</u>	<u>SV spreadsh</u>	eet XML											
					Portions of I	Copyrig Kuali are cop	ht 2005-2013 Dyrighted by ot	The Kuali f her parties	Foundation. All s as described i	rights reserved. n the <u>Acknowledgments</u> scre	en.			

> Export Options are located at the bottom of each page

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

Consolidation Option:

Available B	alances Look	up 🕐													
				* Fiscal	Year: 2014 🕓										
				* Chart	Code: CO 🔍										
				* Account Nur	nber: 2124610	0									
			s	ub-Account Nur	nber:										
	Object Code:														
	Object Code:														
	Consolidation Option: Consolidation C Detail														
	Consolidation Option: Consolidation Detail														
				Serun											
45 items retrie	ved, 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	<u>C0</u>	2124610	*ALL*	1100	*ALL*	0.00	149,037.52	<u>0.00</u>	149,037.52						
2014	CO	2124610	*ALL*	1892	*ALL*	0.00	85,945.53	<u>0.00</u>	85,945.53						
2014	<u>co</u>	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	<u>C0</u>	2124610	*ALL*	2100	*ALL*	0.00	6,343.55	<u>0.00</u>	6,343.55						
2014	<u>C0</u>	2124610	*ALL*	2330	*ALL*	0.00	0.00	0.00	0.00						
2014	<u>C0</u>	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	<u>0.00</u>	(882,555.56)						
2014	<u>C0</u>	2124610	*ALL*	5100	*ALL*	51,510.00	0.00	<u>0.00</u>	51,510.00						

Detail Option:

Available E	Balances Look	up ?							
				* Fisca	l Year: 2014 🔍				
				* Chart	Code: CO				
				* Account Nu	mber: 2124610	9			
				Sub-Account Nu	mber:				
				Obiest	Cadar				
				Object					
			6	Sub-Object	Code:				
				Consolidation C	option: Consolidat	ion 🖲 Detail			
			Include	Pending Ledger	Entry: No Con	Ved C All			
				search	clea i cance	5			
53 items retrie	eved, displaying	all items.							
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
<u>2014</u>	<u>CO</u>	2124610		1100		0.00	<u>149,037.52</u>	<u>0.00</u>	149,037.52
2014	<u>co</u>	2124610		1892		0.00	85,945.53	0.00	85,945.53
2014	<u>co</u>	2124610		1893		0.00	39,044.83	0.00	39,044.83
2014	<u>co</u>	2124610		1894		0.00	(75,700.09)	0.00	(75,700.09
2014	<u>co</u>	2124610		2100		0.00	6,343.55	0.00	6,343.55
<u>2014</u>	<u>CO</u>	2124610		2330		0.00	<u>0.00</u>	0.00	0.00
2014	<u>co</u>	2124610		3000		0.00	275,718.22	0.00	275,718.22
2014	<u>co</u>	2124610		4405		0.00	1,654.08	0.00	1,654.08
2014	<u>co</u>	2124610		4800		1,561,416.00	0.00	0.00	(1,561,416.00)
2014	<u>co</u>	2124610		4800	BTS	0.00	521,305.17	0.00	521,305.1
2014	<u>co</u>	2124610		4800	CFS	0.00	657.73	0.00	657.73
2014	<u>co</u>	2124610		4800	CWS	0.00	87.50	0.00	87.50
2014	<u>co</u>	2124610		4800	LDS	0.00	84,155.97	0.00	84,155.97
2014	<u>co</u>	2124610		4800	SRS	0.00	1,037.07	0.00	1,037.03
2014	C0	2124610		4900	1000		71 617 00	0.00	
	<u>~~</u>	E124010		4800	VMS	0.00	/1,01/.00	0.00	71,617.00

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 Y	ear: 2014 🕓				
				* Chart Co	ode: CO 🔍				
				* Account Num	ber: 2124610 🔇				
			Su	b-Account Num	ber: 📃 🌖				
				Object Co	ode: 6201 🕓				
				Sub-Object Co	ode: 🔤 🌖				
			Co	onsolidation Opt	ion: 🖲 Consolidation	O Detail			
			Include Pe	nding Ledger En	try: 🖲 _{No} C _{Appro}	ved O All			
				search	clear cancel				
One item retrie	eved.								
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	<u>Variance</u>
<u>2014</u>	<u>co</u>	2124610	*ALL*	<u>6201</u>	*ALL*	<u>0.00</u>	<u>128,251.62</u>	<u>6,035.52</u>	(134,287.14)

Including pending entries:

Available Ba	alances Looki	ip ?	1990			1.			
				* Fiscal Yo * Chart Co	ear: 2014 (S) Ide: CO (S)				
				* Account Num	oer: 2124610 🕚				
			Su	ıb-Account Numl	oer: 📃 🔇				
				Object Co	ode: 6201 🔍				
				Sub-Object Co	de: 9		Amo	unt changed fro	om
			C	onsolidation Opti	ion: 🖲 Consolidation	0 Detail	- ·	128,251.62	
			Include Pe	nding Ledger En	try: C No C Approv	ved 🖲 All	– Diff	erence = 397 4	2
				search	clear cancel	$\overline{}$			
)ne item retrie	ved.								
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	<u>Variance</u>
<u>2014</u>	<u>CO</u>	2124610	*ALL*	<u>6201</u>	*ALL*	<u>0.00</u>	<u>128,649.04</u>	<u>5,949.56</u>	(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 Le	General Ledger Balance Lookup 🕐												
				* Fisc	al Year: 2014	9							
				* Chai	t Code: CO	CO S							
			* A	count N	umber: 21246	2124610							
			Sub-A	count N	umber:	<u> </u>							
				Objec	t Code: 6201	6201 9							
			Su	t Code:	9								
			Bala	nce Typ	e Code: AC	9							
			Ob	ject Typ	e Code:	9							
			Conso	lidation	Option: 🖲 o	Consolidation C Det	ail						
			Amou	nt View	Option: 🖲 N	Ionthly C Accumula	ate						
			Include Pendin	g Ledge	r Entry: 🖲 N	Io C Approved C	All						
						search	ncel	Each	month will o	only show			
										imount app	icable to		
										nonth. Notic	e that the		
									De	cember am	ount is		
One item	retrieved									\$15,936.7	7.	J	
one item	retrieveu.												
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Objec Code	t <u>Sub-Obje</u> <u>Code</u>	ect Balance Type Code	Object Type Code	<u>Beginni</u>	ng Balan Amo	ntracts Gran Balance A	t <u>s Beginning</u> mount	Accor Bal	<u>int Line Annual</u> ance Amount
2014	<u>co</u>	2124610	*ALL*	<u>6201</u>	*ALL*	AC	*ALL*		0.00		0.00		128,730.29
		July	29	292.13	October	38,53	3.49 Janu		<u>c</u>	0.00 April		<u>0.00</u>	
	August 20,419.72 Nover					ember 2,666.56 Frituary 0.00 May				<u>0.00</u>			
		September	21	881.62	December	15,93	6.77 Marc	:h	Q	.00 June		0.00	

Year End

0.00

Balance provided as an accumulate amount:

eneral Le	dger Bala	ance Lookup	?											
				* Fisca	1 Year: 2014	2014 🕲								
				* Chart	Code: CO	۲								
			* A	ccount N	umber: 2124610	<u> </u>								
			Sub-A	ccount N	umber:									
				Object	Code: 6201	6201 9								
			S	ub-Object	Code:	9								
			Bala	ance Type	Code: AC	AC								
			Ot	oject Type	Code:									
			Conso	lidation (Option: Cor	Consolidation C Detail				Now, with the Accumulate box checked,				
			Amou	int View O	Option: C Mor	C Monthly C Accumulate								
			Include Pendir	ng Ledger	Entry: No	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.								
One item	retrieved.								$\overline{}$					
Fiscal Year	Chart Code	Account	Sub-Account Number	Object Code	Sub-Object	Balance Type Code	Object Type Code	Beginning Bal		ntracts Gran Balance A	ts Beginning mount	Account Line Annual Balance Amount		
2014	CO	2124610	*ALL*	6201	*ALL*	AC	ALL*		0.00		0.00	128,730.2		
		-	1	1							1			
		July	29,292.13 Oct		October	ber <u>110,126</u>		Jan		April 128		730.29		
		August <u>49,711.85</u> Nover		November	112,793.52 ebruary		iry	128,730.29	May	128,7	730.29			
		September	71	,593.47	December	128,730	.29 Marc	h	128,730.29	June	128,7	30.29		
										rear End	128,7	30.29		

> 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)	62006699	Matches on records between 6200 and 6699				