

KUALI BALANCE INQUIRIES

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Campus Services

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

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

Available Balances

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Available Balances

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 the self-funded account 2233300?

Available Balances Lookup ⓘ

* Fiscal Year: ⓘ * Chart Code: ⓘ

* Account Number: ⓘ Sub-Account Number: ⓘ

Object Code: ⓘ Sub-Object Code: ⓘ

Consolidation Option: Consolidation Detail Exclude Sub-Accounts Include Pending Ledger Entry: No Approved All

Search Results 1-14 of 14

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2018	CO	2233300	*ALL*	1100	*ALL*	0.00	27,956.94	0.00	27,956.94
2018	CO	2233300	*ALL*	2100	*ALL*	0.00	0.00	0.00	0.00
2018	CO	2233300	*ALL*	3000	*ALL*	0.00	21,348.44	0.00	21,348.44
2018	CO	2233300	*ALL*	4378	*ALL*	5,000.00	13,307.70	0.00	8,307.70
2018	CO	2233300	*ALL*	5560	*ALL*	3,500.00	0.00	0.00	3,500.00
2018	CO	2233300	*ALL*	5569	*ALL*	928.00	0.00	0.00	928.00
2018	CO	2233300	*ALL*	5581	*ALL*	0.00	237.24	0.00	(237.24)
2018	CO	2233300	*ALL*	5582	*ALL*	0.00	62.87	0.00	(62.87)
2018	CO	2233300	*ALL*	6007	*ALL*	0.00	88.20	0.00	(88.20)
2018	CO	2233300	*ALL*	6050	*ALL*	0.00	0.00	0.00	0.00
2018	CO	2233300	*ALL*	6073	*ALL*	0.00	23.00	0.00	(23.00)
2018	CO	2233300	*ALL*	6611	*ALL*	0.00	2,849.50	0.00	(2,849.50)
2018	CO	2233300	*ALL*	6649	*ALL*	0.00	994.39	0.00	(994.39)
2018	CO	2233300	*ALL*	6654	*ALL*	0.00	2,444.00	0.00	(2,444.00)

Beginning Balance (3000)	\$21,348.44
Plus Revenue (4xxx)	\$13,307.70
Minus Expenses (5xxx-9xxx)	<u>(\$6,699.20)</u>
Ending Fund Balance	\$27,956.94

*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

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount
2020	CO	1206320	-----	1100	---	0.00	533,487.00
2020	CO	1206320	CALAP	1100	---	0.00	(538.70)
2020	CO	1206320	AGRT	1100	---	0.00	(327.14)
2020	CO	1206320	CFC	1100	---	0.00	(324.35)
2020	CO	1206320	FESA	1100	---	0.00	(6,476.87)
2020	CO	1206320	FWCB	1100	---	0.00	(1,864.39)
2020	CO	1206320	NR	1100	---	0.00	(4,056.48)

* 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

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount
<u>2020</u>	<u>CO</u>	<u>1206320</u>	-----	<u>1100</u>	---	0.00	533,487.00

* 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

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

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Balances by Consolidation

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?

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Balances By Consolidation Lookup

* Fiscal Year: * Chart Code:
 * Account Number: 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 Results 1-2 of 2

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2018	CO	1322000	*ALL*	B	CMPN	Drill Down	1,130,574.00	1,040,084.52	0.00	90,489.48
2018	CO	1322000	*ALL*	B	GENX	Drill Down	66,827.34	2,806.63	0.00	64,020.71

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

Totals

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income		0.00	0.00	0.00
Income From Transfers		0.00	0.00	0.00
Total Income		0.00	0.00	0.00
Expense	1,197,401.34	1,042,891.15	0.00	154,510.19
Expense From Transfers		0.00	0.00	0.00
Total Expense	1,197,401.34	1,042,891.15	0.00	154,510.19

*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.

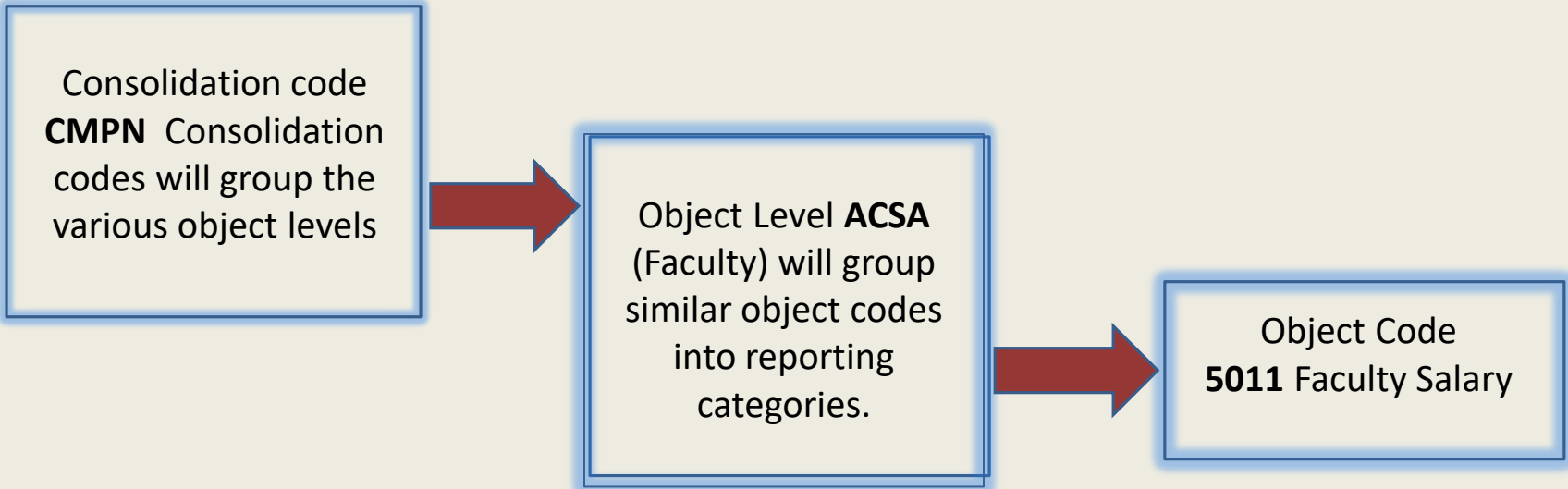
Expense Budget Amount	\$1,197,401.34
Minus Actuals Amount	1,042,891.15
Minus Encumbrances	<u>0.00</u>
Ending Fund Balance	154,510.19

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:

* Account Number:

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

* Chart Code:

Sub-Account Number:

Include Cost Share Sub-Accounts: Include Exclude

Include Pending Ledger Entry: No Approved All

Search Results ^{1-7 of 7}

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Look Up By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2018	CO	1322800	*ALL*	A	OTRE	Drill Down	42,423.00	0.00	0.00	(42,423.00)
2018	CO	1322800	*ALL*	A	TRRV	Drill Down	0.00	42,423.00	0.00	42,423.00
2018	CO	1322800	*ALL*	B	CMPN	Drill Down	413,455.00	617,685.80	0.00	(204,230.80)
2018	CO	1322800	*ALL*	B	GENX	Drill Down	262,910.12	39,014.22	0.00	223,895.90
2018	CO	1322800	*ALL*	B	TRVL	Drill Down	500.00	21,705.63	0.00	(21,205.63)
2018	CO	1322800	*ALL*	B	CPTL	Drill Down	0.00	7,078.92	0.00	(7,078.92)
2018	CO	1322800	*ALL*	B	TREX	Drill Down	0.00	12,439.84	0.00	(12,439.84)

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

Totals

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income	42,423.00	0.00	0.00	(42,423.00)
Income From Transfers	0.00	42,423.00	0.00	42,423.00
Total Income	42,423.00	42,423.00	0.00	0.00
Expense	676,865.12	685,484.57	0.00	(8,619.45)
Expense From Transfers	0.00	12,439.84	0.00	(12,439.84)
Total Expense	676,865.12	697,924.41	0.00	(21,059.29)

Examples – Balance by Consolidation

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?

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

1322000:

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

2233300:

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

Cash Balances

Cash Balances

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

Balance Inquiries

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- General Ledger Pending Entry
- Open Encumbrances



Cash Balance Lookup ?

* Fiscal Year:

* Chart Code:

* Account Number:

Sub-Account Number:

Consolidation Option:

Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry:

No Approved All

Search

Clear

Cancel

Search Results

1-1 of 1

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
2018	CO	2283100	*ALL*	1100	*ALL*	45,884.43	0.00	(45,944.97)	(60.54)

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

Is the cash balance good or bad?

Example – Cash Balance

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).

The screenshot shows a web form for 'General Ledger Balance'. It contains several input fields and radio button options. Three specific fields are highlighted with red rectangular boxes: 'Balance Type Code' (with the value 'AC'), 'Consolidation Option' (with 'Consolidation' selected), and 'Include Pending Ledger Entry' (with 'No' selected). Other fields include '* Fiscal Year' (2020), '* Chart Code' (CO), '* Account Number', 'Object Code', 'Sub-Account Number', 'Sub-Object Code', 'Object Type Code', and 'Amount View Option' (with 'Monthly' selected). At the bottom, there are three buttons: 'search', 'clear', and 'cancel'.

* Fiscal Year:	<input type="text" value="2020"/>	<input type="button" value="Q"/>	* Chart Code:	<input type="text" value="CO"/>	<input type="button" value="Q"/>
* Account Number:	<input type="text"/>	<input type="button" value="Q"/>	Sub-Account Number:	<input type="text"/>	<input type="button" value="Q"/>
Object Code:	<input type="text"/>	<input type="button" value="Q"/>	Sub-Object Code:	<input type="text"/>	<input type="button" value="Q"/>
Balance Type Code:	<input type="text" value="AC"/>	<input type="button" value="Q"/>	Object Type Code:	<input type="text"/>	<input type="button" value="Q"/>
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				

Balance Type Code

General Ledger Balance Lookup

* Fiscal Year: 2020

* Chart Code: CO

* Account Number:

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

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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General Ledger Balance Lookup

* Fiscal Year:

* Account Number:

Object Code:

Balance Type Code:

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Amount View Option: Monthly Accumulate

Include Pending Ledger Entry: No Approved All

* Chart Code:

Sub-Account Number:

Sub-Object Code:

Object Type Code:

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)

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Amount View Option: Monthly Accumulate

Include Pending Ledger Entry: No Approved All

Search Results ^{1-1 of 1}

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	2,554.00	
		July		0.00	October		0.00	January	2,061.00	April	0.00
		August		0.00	November		0.00	February	0.00	May	0.00
		September		0.00	December		0.00	March	68.00	June	0.00
										Year End	425.00

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 Exclude Sub-Accounts

Amount View Option: Monthly Accumulate

Include Pending Ledger Entry: No Approved All

Search Results ^{1-1 of 1}

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	2,554.00	
		July		0.00	October		0.00	January	2,061.00	April	2,129.00
		August		0.00	November		0.00	February	2,061.00	May	2,129.00
		September		0.00	December		0.00	March	2,129.00	June	2,129.00
										Year End	2,554.00

Examples – General Ledger Balance

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

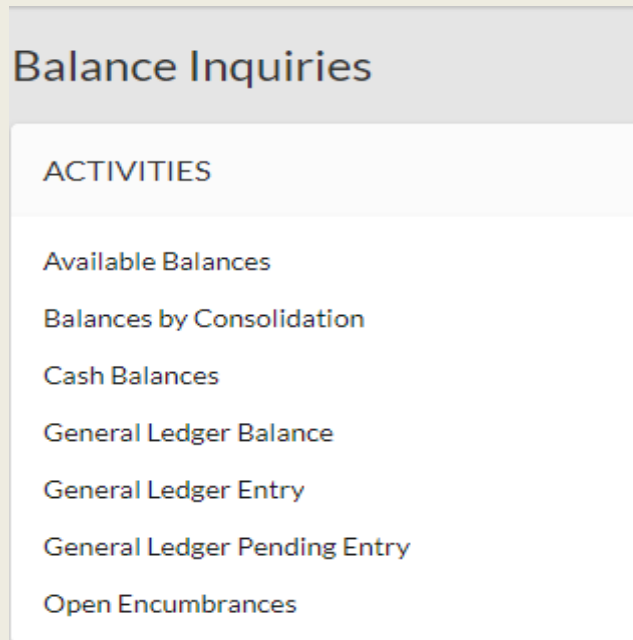
Enter an account from your department to view.

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:

The screenshot displays a search form for General Ledger Entries. The form is organized into two columns of input fields, each with a magnifying glass icon to its right. The fields are as follows:

Field Name	Value
Fiscal Year:	2018
Chart Code:	CO
Account Number:	13565?0
Sub-Account Number:	
Object Code:	>5999
Sub-Object Code:	
Balance Type Code:	AC
Object Type Code:	
Fiscal Period:	01.03
Document Type:	T%
Origin Code:	
Document Number:	
Organization Document Number:	
Project Code:	
Organization Reference Id:	
Reference Document Type Code:	
Reference Origin Code:	
Reference Document Number:	

At the bottom of the form, there are three buttons: "Search", "Clear", and "Cancel". Below the "Search" button, the text "Pending Entry Approved Indicato" is partially visible.

Examples – General Ledger Entry

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

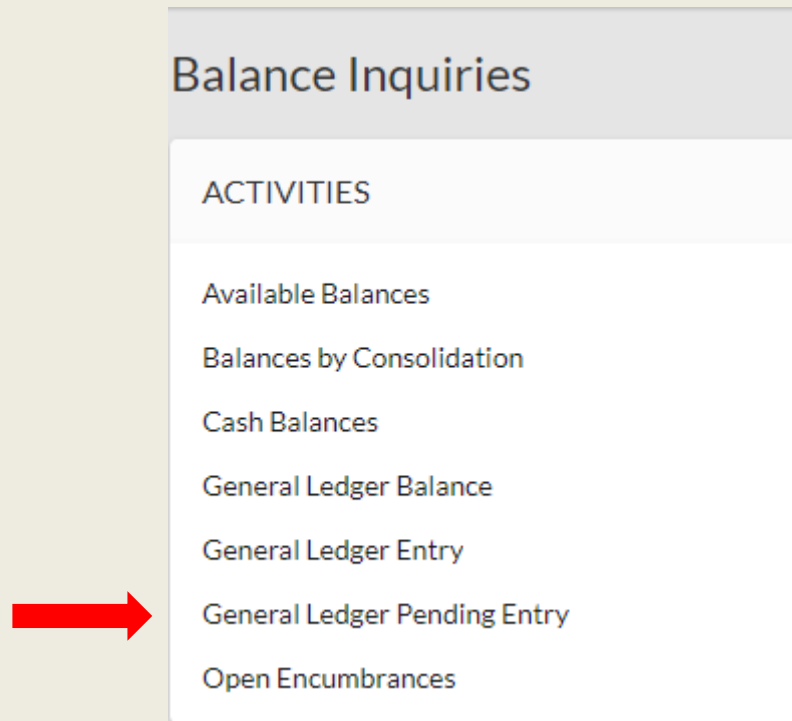
Search PCARD entries (PCDO) for September (03) for Fiscal Year 2012.

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

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 2605290 by object code
- To look at all months, % must be used in the Fiscal Period section. * will result in error

Fiscal Year:

Chart Code:

Account Number:

Sub-Account Number:

Object Code:

Sub-Object Code:

Balance Type Code:

Object Type Code:

Fiscal Period:

Pending Entry Approved Indicator:
 Approved All

Ledger Document Type:

Origin Code:

Document Number:

Organization Document Number:

Project Code:

Organization Reference Id:

Reference Document Type Code:

Reference Origin Code:

Reference Document Number:

Search Results

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	Organization Reference Id
2020	CO	2605290	-----	6684	---	AC	EX	04	DI	01	20974285	RDS Atrium/Student Link Sales 9/27-10/25	64,960.00	D	11/05/2019		-----	
2020	CO	2605290	-----	1100	---	AC	AS	04	DI	01	20974285	TP Generated Offset	64,960.00	C	11/05/2019		-----	

Example – General Ledger Pending Entry

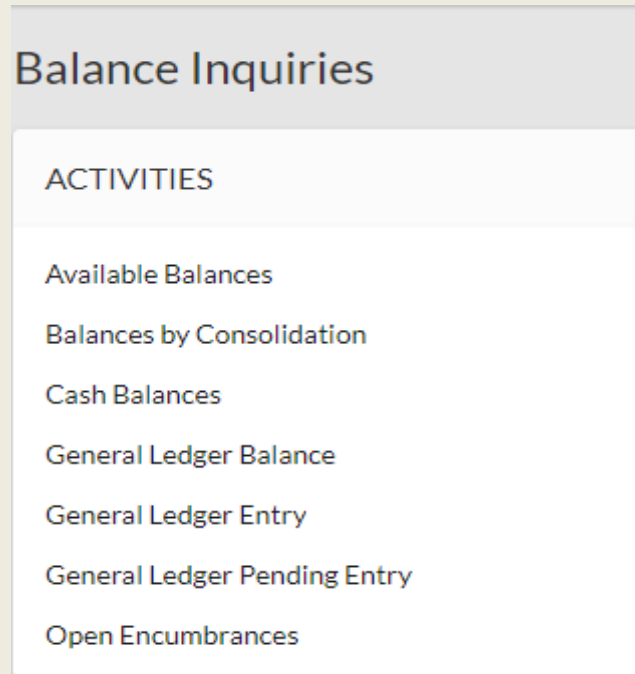
Find a pending entry for one of your accounts.

Open Encumbrances

Open Encumbrances

Purpose: To provide information on encumbrances.

A helpful screen for reviewing encumbrances:



Open Encumbrances

Look up the open encumbrances in account 1330000, object code 6201

Enter an account from your department to view.

Questions ???

Contact your Campus Service
Representative with KFS Questions

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491- 2801

Publina Meldrum

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