Welcome to
Kuali for Stevens
Balance Inquiry Information
1.17.13

1.16.13 version
Welcome and Introductions

Presenters:

Shoaib Ullah, Financial Systems Analyst
Mary Wheeler, Assistant Vice President for Finance
1. Copy of the Power Point Presentation
2. Sufficient Funds Checking Guide
3. Balance Inquiries Reference Guides
   a. General Ledger
   b. Labor Distribution
4. Lookups and Searches Reference Guide
5. FRS to KFS Sub-Fund and Account list
6. Object Code Reference Sheets
Today’s Objectives

Become better prepared for the implementation of SFC by:

1. Understanding the different sub-fund groups and the classification of accounts.
2. Becoming familiar with the object types, object codes, levels and consolidations.
3. Learning where to look up account’s balance: eThority vs. KFS
4. Knowing which report in eThority to use
5. Learning the various balance inquiry options in KFS and the information delivered with each option.
   - the choices offered in the various radio buttons, and what will be presented with each choice
   - the difference between a balance sheet report and income statement report
6. Knowing how to look up various kinds of transactions by performing a Detailed Document search
1. Terminology review
2. Explanation of sub-funds
3. Review object codes, object types, levels and consolidations
4. Compare and contrast eThority and KFS
5. Review eThority SFC Reports
   - The various eThority SFC reports
   - Demonstration of the reports
6. Review KFS Balance Inquiries
   - Balance inquiry options
   - Balance inquiry demonstration
7. Questions
**Account**
This identifies a pool of funds assigned to a specific university organization for a specific purpose. For example, the operating budget for the department of Mechanical Engineering, the revenue and expenses from operating the virtual wind tunnel, or the Class of 1945 Scholarship.

**Sufficient Funds Checking**
This is a fiscal control option in KFS to facilitate the planning and use of budgeted resources. Certain e-docs are reviewed by the system as the document is submitted or as it routes. The financial impact of the transaction on the balance of the account is checked. Messages are generated by the system to alert the users of the insufficient funds condition that is detected.

**Sub-Funds**
A five character code indicating the type of resources available for spending. The sub-fund is comparable to the “_ledger” in FRS. For example, the sub-fund Central Appropriations (CENTA) is equivalent to the “2-ledger” in FRS.
Object Code
A four character code, assigned to a transaction, to classify the transaction. Classifications include income, expense, asset, liability or fund balance. Object codes are further classified into categories called “Consolidation” (tier 1) and “Level” (tier 2).

Balance Types
The “money buckets” that may be impacted by a financial transaction. The balance types are Budget, Actuals, and Encumbrances. A financial transaction will impact only one balance type.

Claim-on-Cash Object Code
Used to record a memo entry that reflects the affect of a transaction on the cash available in an account. This object code is not entered on an e-doc. Entries recorded to the claim on cash object code of 1100 are system-generated.
Sufficient Funds Checking occurs at one of three levels:

1. Consolidation
2. Account
3. Cash

The level of checking is determined by sub-fund type.
## SFC level and the account’s sub-fund

<table>
<thead>
<tr>
<th>Sub-fund Code</th>
<th>Sub-fund name</th>
<th>Account number starts with</th>
<th>SFC level (details next page)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTA</td>
<td>Central Appropriations</td>
<td>11</td>
<td>Account</td>
</tr>
<tr>
<td>DESIG</td>
<td>Designated (non-student organizations)</td>
<td>12</td>
<td>Account</td>
</tr>
<tr>
<td>ENTPF</td>
<td>Enterprise funds</td>
<td>13</td>
<td>Account</td>
</tr>
<tr>
<td>ENDI</td>
<td>Endowment Income</td>
<td>22</td>
<td>Account</td>
</tr>
<tr>
<td>RESG</td>
<td>Restricted Gifts</td>
<td>23</td>
<td>Account</td>
</tr>
<tr>
<td>CIP</td>
<td>Construction in Progress</td>
<td>51</td>
<td>Account</td>
</tr>
<tr>
<td>DESIG</td>
<td>Designated (student organizations)</td>
<td>12</td>
<td>Cash</td>
</tr>
<tr>
<td>RRR</td>
<td>Reserves for Renewal and Replacements</td>
<td>52</td>
<td>Cash</td>
</tr>
<tr>
<td>AGNCY</td>
<td>Agency Funds</td>
<td>80</td>
<td>Cash</td>
</tr>
<tr>
<td>SPON</td>
<td>Sponsored</td>
<td>21</td>
<td>Consolidation</td>
</tr>
</tbody>
</table>
# SFC level and the account’s sub-fund: Formula for determining sufficient funds

<table>
<thead>
<tr>
<th>SFC Level Name</th>
<th>SFC Level Code</th>
<th>SFC Level Description</th>
<th>Comparison made to determine sufficient funds</th>
</tr>
</thead>
</table>
| Account        | A              | The budget balances of all expense object codes on the account are added up and checked to see whether sufficient budget exists. Account level checking combines the activity of all object codes. | **Comparison of budget to actual activity**  
**Sufficient Funds exist IF:**  
**Budget - Actual − Encumbrances* +/- Pending Ledger Entries- transaction**  
is greater than or equal to zero. |
| Cash           | H              | The cash balance of the account is checked to see whether sufficient cash exists. | **Sufficient funds exist if:**  
**Cash Balance − Liabilities − Encumbrances* +/- Approved Pending Ledger Entries − this transaction**  
is greater than or equal to zero. |
| Consolidation  | C              | The consolidation level with which the expense object code is associated is checked to see whether sufficient budget exists. Consolidation combines all of the object codes which report to a specific consolidation. | **Comparison of budget to actual activity**  
**Sufficient Funds exist IF:**  
**Budget - Actual − Encumbrances* +/- Pending Ledger Entries- this transaction**  
is greater than or equal to zero. |
Object Codes are classified into Object Types

<table>
<thead>
<tr>
<th>4 digit Object Code Range</th>
<th>Object Type 2 letter abbreviation</th>
<th>Object Type Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXX</td>
<td>AS</td>
<td>Assets</td>
</tr>
<tr>
<td>2XXX</td>
<td>LI</td>
<td>Liabilities</td>
</tr>
<tr>
<td>3XXX</td>
<td>FB</td>
<td>Fund Balance or Net Assets</td>
</tr>
<tr>
<td>4XXX</td>
<td>IN</td>
<td>Income</td>
</tr>
<tr>
<td>5XXX</td>
<td>EX</td>
<td>Compensation (Salaries and Benefits)</td>
</tr>
<tr>
<td>6XXX</td>
<td>EX</td>
<td>General Expense</td>
</tr>
<tr>
<td>7XXX</td>
<td>EE</td>
<td>Capital</td>
</tr>
<tr>
<td>8XXX</td>
<td>TI or TE</td>
<td>Transfers (TI= Transfer Income   TE=Transfer Expense)</td>
</tr>
<tr>
<td>9XXX</td>
<td>Various</td>
<td>Required System Offsets</td>
</tr>
</tbody>
</table>
Object Codes

Consolidations and Levels

- Object Codes are grouped into Levels
- Levels are grouped into Consolidations

**Diagram:**

- **COMP** (Compensation)
  - **EBEN** (Benefit Pool)
    - 5401 Employee Benefit Pool Assessment (Full)
    - 5402 Employee Benefit Pool Assessment (Mid)
    - 5403 Employee Benefit Pool Assessment (Minimum)
  - SADM (Administrative Salaries)
    - 5201 Salaries and Wages - FT Staff Hourly
    - 5202 Salaries and Wages - FT Staff Salaried
  - SACA (Academic Salaries)
    - 5101 Salaries and Wages - Faculty (9/9)
    - 5102 Salaries and Wages - Faculty (9/12)
    - 5103 Salaries and Wages - Faculty (12/12)
KFS versus eThority

**eThority SFC Reports**
- Show balances that contain only those transactions that have been included in the overnight processing of daily business.

**KFS Balance Inquiries**
- Provide the most up to the minute balances.
- Can be formatted by the user to include pending entries, whether the pending entries are approved or not. This permits saved and routing e-docs to be included.
- Allow users to see all the detail of any of the transactions on the account in question and will be able to easily determine whether transactions are: final, pending-approved, or pending-routing (not yet approved, which includes saved entries). Viewing details are limited by the access security associated with the user’s id.
Interpretation of positive and negative numbers differs between the two systems.

**eThority**
- a positive number is always a debit
- a negative number is always a credit

**KFS**
Knowledge of accounting convention is needed because the signs are dependent on object type.
## Signage + and - numbers

### Actuals

<table>
<thead>
<tr>
<th>Object Type</th>
<th>Normal Accounting Convention</th>
<th>KFS</th>
<th>eThority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets</td>
<td>Debit</td>
<td>Pos = Debit, Neg = Credit</td>
<td>Pos = Debit, Neg = Credit</td>
</tr>
<tr>
<td>Liabilities</td>
<td>Credit</td>
<td>Pos = Credit, Neg = Debit</td>
<td>Pos = Debit, Neg = Credit</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>Credit</td>
<td>Pos = Credit, Neg = Debit</td>
<td>Pos = Debit, Neg = Credit</td>
</tr>
<tr>
<td>Revenue</td>
<td>Credit</td>
<td>Pos = Credit, Neg = Debit</td>
<td>Pos = Debit, Neg = Credit</td>
</tr>
<tr>
<td>Expense</td>
<td>Debit</td>
<td>Pos = Debit, Neg = Credit</td>
<td>Pos = Debit, Neg = Credit</td>
</tr>
</tbody>
</table>

### Budget

<table>
<thead>
<tr>
<th>Object Type</th>
<th>Normal Accounting Convention</th>
<th>KFS</th>
<th>eThority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>Credit</td>
<td>Pos = Debit</td>
<td>Neg = Credit</td>
</tr>
<tr>
<td>Expense</td>
<td>Debit</td>
<td>Pos = Debit</td>
<td>Pos = Debit</td>
</tr>
</tbody>
</table>

### Variance

Variance is same in both KFS and eThority.

- Negative #'s = Bad
- Positive #'s = Good
Sufficient Funds Checking Reports
Report Summary:

• Grouped by sufficient funds code
• Shows the sufficient fund code flag (currently in use C,H,A,N)
• Indicates the transaction processing sufficient funds check (Y/N)
# Account Sufficient Funds Parameters Report Illustration

<table>
<thead>
<tr>
<th>Sub Fund Group Code: CEN</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Sub Fund Group Code</th>
<th>Account Sufficient Funds Code</th>
<th>Trans Funds Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Appropriations</td>
<td>1100203</td>
<td>COLLEGE OF ARTS &amp; LETTERS</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Central Appropriations</td>
<td>1100251</td>
<td>WRITING &amp; COMM</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Central Appropriations</td>
<td>1100253</td>
<td>CTR FOR SCIENCE WRITINGS</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Central Appropriations</td>
<td>1100360</td>
<td>CAL GRADUATE PROGRAMS</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Fund Group Code: CFG</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Sub Fund Group Code</th>
<th>Account Sufficient Funds Code</th>
<th>Trans Funds Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current funds-general</td>
<td>1000012</td>
<td>ESL REVENUE</td>
<td></td>
<td>N - No Checking</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Fund Group Code: DES</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Sub Fund Group Code</th>
<th>Account Sufficient Funds Code</th>
<th>Trans Funds Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Funds</td>
<td>1200087</td>
<td>GREVE FDN RUSSIAN EX</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Designated Funds</td>
<td>12000824</td>
<td>NEH CONTROL GRANT</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Designated Funds</td>
<td>1200830</td>
<td>CAL-UR</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Designated Funds</td>
<td>1200835</td>
<td>PAPERS OF J STEVENS</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Designated Funds</td>
<td>1200844</td>
<td>CAL RESERVE</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Designated Funds</td>
<td>1200878</td>
<td>CAL RESOURCE CTR</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Designated Funds</td>
<td>1200908</td>
<td>CAL PLOTTER PRINTER</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Designated Funds</td>
<td>1200959</td>
<td>FACULTY LOUNGE</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Designated Funds</td>
<td>1201049</td>
<td>CTR FOR SCIENCE WRITINGS</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Designated Funds</td>
<td>1201267</td>
<td>CAL CURRICULUM FUND</td>
<td></td>
<td>C - Consolidation</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Fund Group Code: ENC</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Sub Fund Group Code</th>
<th>Account Sufficient Funds Code</th>
<th>Trans Funds Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowment Income</td>
<td>2202165</td>
<td>FRED BISSINGER FUND</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Endowment Income</td>
<td>2202284</td>
<td>ART &amp; TECH PROGRAM</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Endowment Income</td>
<td>2202306</td>
<td>JOSEPH FARBER MEMORIAL PRIZE FUND</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Fund Group Code: ENT</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Sub Fund Group Code</th>
<th>Account Sufficient Funds Code</th>
<th>Trans Funds Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Funds</td>
<td>1301000</td>
<td>ENG 2ND LANGUAGE PRM</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Enterprise Funds</td>
<td>1301013</td>
<td>CAL PRINTER INCOME</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Fund Group Code: RES</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Sub Fund Group Code</th>
<th>Account Sufficient Funds Code</th>
<th>Trans Funds Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Gifts</td>
<td>2300439</td>
<td>CAL-FRIENDS</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Restricted Gifts</td>
<td>2300602</td>
<td>SOUND SYNTHESIS RESEARCH CENTER</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
<tr>
<td>Restricted Gifts</td>
<td>2300612</td>
<td>DEANS ACCOUNT COLLEGE OF ARTS &amp; LETTERS</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Fund Group Code: RRR</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Sub Fund Group Code</th>
<th>Account Sufficient Funds Code</th>
<th>Trans Funds Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserves for Renewals and Replacements</td>
<td>5200012</td>
<td>INTERDISCIP MOTION CAPTURE LAB GIFTS</td>
<td></td>
<td>H - Cash</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Fund Group Code: SPC</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Sub Fund Group Code</th>
<th>Account Sufficient Funds Code</th>
<th>Trans Funds Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Agreements</td>
<td>2100933</td>
<td>CASTLE POINT RECORDS</td>
<td></td>
<td>N - No Checking</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Fund Group Code: TRU</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Sub Fund Group Code</th>
<th>Account Sufficient Funds Code</th>
<th>Trans Funds Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>True Endowments</td>
<td>4201317</td>
<td>JOSEPH FARBER MEMORIAL PRIZE FUND</td>
<td></td>
<td>A - Account</td>
<td>Y</td>
</tr>
</tbody>
</table>

Grand Total (all pages)
Report Summary:

• The SFC level is A – Account.
• Grouped by Subfund code and account number.
• Activity of all the expense object codes are combined into one account total line.
• Budget balances are checked to determine whether sufficient budget exists.
Report Summary:

• The SFC level name is H - Cash.

• Cash balance is checked to determine whether sufficient funds exists.

• Available cash balance takes into account any existing AP liabilities (DV’s, PREQ’s) and open encumbrances.
Report Summary:

• The SFC level is C - Consolidation.

• Grouped by account number and object code consolidation level.

• Activity of all expense object codes belonging to same consolidation level are combined into one total line for each level.
**KFS versus eThority recap**

**eThority data is**
- as current as last night

**KFS data is**
- up to the minute
- User can set parameters to include or exclude pending transactions
**Balance Inquiries**

Welcome to Kuali for Stevens! This is PRODUCTION. Please proceed carefully. Contact Kualisupport@stevens.edu or call 201-216-8000 for assistance.

**Transactions**
- Budget Construction
  - Budget Construction Selection
- Financial Processing
  - Advance Deposit
  - Auxiliary Voucher
  - Budget Adjustment
  - Cash Receipt
  - Credit Card Receipt
  - Disbursement Voucher
  - Distribution of Income and Expense
  - General Error Correction
  - Indirect Cost Adjustment
  - Internal Billing
  - Pre-Encumbrance
  - Transfer of Funds
- Labor Distribution
  - Benefit Expense Transfer

**Custom Document Searches**
- Capital Asset Management
  - Asset Maintenance
- Contracts & Grants
  - Proposals
- Effort Certification
  - Effort Certification
- Financial Processing
  - Disbursement Vouchers
- Purchasing/Accounts Payable
  - Electronic Invoice Rejected
  - Payment Requests
  - Purchase Orders
  - Receiving
  - Requisitions

**Balance Inquiries**

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

**Labor Distribution**
- Account Status (Base Funds)
- Account Status (Current Funds)
- Calculated Salary Foundation
- Employee Funding
- July 1 Position Funding
- Labor Ledger View
- Labor Ledger Pending Entry
- Position Inquiry
# General Ledger Inquiries

## Balance Inquiries

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

## Labor Distribution
- Account Status (Base Funds)
- Account Status (Current Funds)
- Calculated Salary Foundation
- Employee Funding
- July 1 Position Funding
- Labor Ledger View
- Labor Ledger Pending Entry
- Position Inquiry
# Types of Balance Inquiries-Balances

<table>
<thead>
<tr>
<th>Look Up Menu Option</th>
<th>Look Up Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Balances</td>
<td>Displays the cumulative balances for an account by object code; comparing budget, actual, and encumbrances to display the amount of funds remaining.</td>
</tr>
<tr>
<td>Balances by Consolidation</td>
<td>Displays account balances at the highest object code reporting tier (the consolidation) and allows you to drill down to the next reporting level. You can continue this drill down process to arrive at the actual e-doc where the transaction began (assuming the transaction originated with a KFS e-doc and not from an external system).</td>
</tr>
<tr>
<td>Cash Balances</td>
<td>Displays the beginning, year-to-date, and available cash balances for an account and/or sub-account. It provides a bottom line snapshot of your account. The report was designed for those accounts that produce income/revenue through sales and services, and cash accounts. Caution: The Cash Balances inquiry should not be confused with the Available Balances inquiry that compares actual transactions and encumbrances to budget amounts.</td>
</tr>
<tr>
<td>General Ledger Balance</td>
<td>Shows an account's object code balances for each month of the fiscal year. Similar to some of the other KFS online inquiry screens the user can drill down into the balances to view transaction detail and individual e-docs.</td>
</tr>
</tbody>
</table>
## Types of Balance Inquiries - Transactions

<table>
<thead>
<tr>
<th>Look Up Menu Option</th>
<th>Look Up Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger Entry</td>
<td>Displays the individual transactions that make up the balance in an account. It is the same inquiry that can be displayed by drilling down into the General Ledger Balance report, but instead of drilling down from the General Ledger Balance screen you can go directly to this report by selecting it from the Balance Inquires menu.</td>
</tr>
<tr>
<td>General Ledger Pending Entry</td>
<td>The General Ledger Pending Entry Lookup is identical to the General Ledger Entry lookup except that it displays General Ledger Pending Entry transactions. Transactions are pending until the document has made its way completely through the approval process and the G/L batch posting job has run.</td>
</tr>
<tr>
<td>Look Up Menu Option</td>
<td>Look Up Results</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Open Encumbrances</td>
<td>Displays the detail for open encumbrances. Enter either: the fiscal year, chart, and account number OR the fiscal year and document number. The valid values for the encumbrance report include 'EX' (external encumbrances) 'IE' (internal encumbrance) 'PE' (pre-encumbrance). External encumbrances (EX) are those that are owed externally to entities outside Stevens and represented by an open purchase order. Internal encumbrances (IE) represent funds set aside for commitments within Stevens, such as payroll or employee benefits. Pre-encumbrances (PE) are established within the KFS via the Pre-encumbrance document.</td>
</tr>
</tbody>
</table>
Income Statement Only

- Shows only the revenues and expenses within an account.
- Useful view for managing accounts with budgets that govern the amount available for spending.
- Accounts in the sub-funds of
  - Central Appropriations (CENTA)
  - Designated (DESIG)
  - Sponsored agreements, (SPON)
  - Construction in Progress (CIP)
Balance Inquiry-Object Type Options

Balance Sheet Only

- Shows the activity or balances for just the assets and liabilities in an account.
- Most useful for accounts with asset and liability balances in object codes other than Claim on cash (1100).
- Sub-funds:
  - Current Funds-General (CFGEN)
  - Endowment Funds-General (EFGEN)
  - Plant Funds-General (PFGEN).
• Consolidation: Aggregates amounts by sub-account, sub-object code, and object type.

• Detail: Returns balances for each sub-account, sub-object code, and object type.
• Include Pending Ledger Entry
  – **No**: includes only transactions posted to the G/L (those run in the nightly batch job).
  – **Approved**: includes transactions posted to the G/L and those approved in workflow, but not yet posted.
  – **All**: includes any and all transaction regardless of their pending or posted status.
Balance Inquiry
Demonstration

Lookup a central appropriation account

– Compare budget to actual for income and expenses
– Export to a spreadsheet and calculate totals

• Report “flavors”

– Available balances
– Balances by Consolidation
– General Ledger balances
Lookup the transactions on the same central appropriations account

— Export to a spreadsheet and review for accuracy
Balance Inquiries

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

Labor Distribution
- Account Status (Base Funds)
- Account Status (Current Funds)
- Calculated Salary Foundation
- Employee Funding
- July 1 Position Funding
- Labor Ledger View
- Labor Ledger Pending Entry
- Position Inquiry
• Account Status (Current Funds)
  – Employees paid on specific accounts and objects code; shows all activity for a month, including all actual expenditures and encumbrances

• Employee Funding
  – Funding for an employee within the university system by employee identification number

• Labor Ledger View
  – Reflects compensation by individual across all accounts for each fiscal period
• Account Status-Current Funds
• Employee Funding
• Labor Ledger View
Detailed Document Search

Kuali
financial systems

Document Lookup

- action list
- doc search
- detailed search
- superuser search
- clear saved searches
- Searches

- Type:
- Initiator:
- Document/Notification Id:
- Date Created From:
- Date Created To:
- Name this search (optional):

- search
- clear
- cancel
DV = Disbursement Voucher
PO = Purchase Order
REQS = Requisition
PREQ = Payment Request
DI = Distribution of Income and Expenses
SB = Service Billing