KFS BALANCE INQUIRIES: REFERENCE GUIDE

KFS GENERAL LEDGER BALANCE INQUIRIES

- Seven lookups available to KFS users.
- Retrieve transactional data posted to the General Ledger, including budgets, actuals, and encumbrances.
- Reports return real-time data – can include pending ledger entries.
- Limited to one Fiscal Year per report.
- Limited to one account per report.
- Can click report data to drill down for more information or to another report.

More information: https://fms.iu.edu/documentation/general-ledger-balance-inquiry-overview/

SEVEN KFS BALANCE INQUIRIES

<table>
<thead>
<tr>
<th>Lookup Name</th>
<th>Use</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Balances Similar to: Current Balances (IUIE)</td>
<td>Quickly check the status of an account.</td>
<td>Displays the cumulative balances for an account by object code. Represents an account's current budget.</td>
</tr>
<tr>
<td>Balances by Consolidation</td>
<td>Check the balances of object consolidations.</td>
<td>Displays account balances at the summarized object consolidation level. Can drill down to look at summarized object levels and summarized object codes.</td>
</tr>
<tr>
<td>General Ledger Entry Similar to: Detail Transactions (IUIE)</td>
<td>Review transactions by fiscal period.</td>
<td>Displays the individual transactions that make up the balance in an account.</td>
</tr>
<tr>
<td>General Ledger Pending Entry</td>
<td>Review pending transactions by fiscal period.</td>
<td>Displays pending transactions from documents that have been approved or submitted for approval, but have not yet posted to the General Ledger.</td>
</tr>
<tr>
<td>Cash Balances</td>
<td>Check the cash balance of an account.</td>
<td>Displays the beginning, year-to-date, and available cash balances for an account.</td>
</tr>
<tr>
<td>Open Encumbrances</td>
<td>Review open encumbrances on an account.</td>
<td>Displays the detail for an account’s open encumbrances, listed by type.</td>
</tr>
</tbody>
</table>

More information: https://fms.iu.edu/documentation/general-ledger-balance-inquiry-overview/

KFS BALANCE INQUIRY OPTIONS

Consolidation Option:

- **Consolidation**: Display the aggregate total for all sub-accounts for the selected chart and account number. Default option.
- **Detail**: Display the balances for each sub-account for the selected chart and account number, in addition to the balances for the top-level account that are not associated with a sub-account.
- **Exclude Sub-Accounts**: Display only the balances for the top-level account for the selected chart and account number, omitting any activity associated with sub-accounts.
Include Pending Ledger Entry:
- **No**: Only return data from documents that reached Final status the previous day. Default option.
- **Approved**: Include data from documents that reached Final status sometime today. These transactions have been approved and will post to the General Ledger overnight.
- **All**: Include data from all documents associated with this account, regardless of their status. Note that selecting this option can generate misleading results.

More information: [https://fms.iu.edu/documentation/available-balances/](https://fms.iu.edu/documentation/available-balances/)

### KFS BALANCE TYPE CODES

<table>
<thead>
<tr>
<th>Category</th>
<th>Balance Type Code</th>
<th>Balance Type Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>AC</td>
<td>Actual</td>
</tr>
<tr>
<td>Budget</td>
<td>BB</td>
<td>Base Budget</td>
</tr>
<tr>
<td></td>
<td>CB</td>
<td>Current Budget</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>EX</td>
<td>External Encumbrance</td>
</tr>
<tr>
<td></td>
<td>IE</td>
<td>Internal Encumbrance</td>
</tr>
<tr>
<td></td>
<td>PE</td>
<td>Pre-Encumbrance</td>
</tr>
</tbody>
</table>

### KFS GENERAL LEDGER BALANCE INQUIRIES DRILL-DOWN CHART

- **Balances by Consolidation**
  - Click “Drill Down” link under “Level” column
- **Balances by Level**
  - Click “Drill Down” link under “Object” column
- **Balances by Object**
  - Click “Drill Down” link under “See Pending Entry” column
- **Available Balances**
  - Click a Budget, Actual, or Encumbrance Amount
- **General Ledger Balance**
  - Click “Beginning Balance Line Amount,” “Contracts Grants Beginning Balance Amount,” or a month's amount
- **Open Encumbrances (no drill down)**
- **Cash Balances (no drill down)**

### RESOURCES
- KFS Documentation Library: [https://fms.iu.edu/documentation/](https://fms.iu.edu/documentation/)
- Wildcard Characters: [https://fms.iu.edu/documentation/wildcard-characters/](https://fms.iu.edu/documentation/wildcard-characters/)
- FMS Newsletter: [https://fms.iu.edu/training/listservs/subscribe-fms-newsletter](https://fms.iu.edu/training/listservs/subscribe-fms-newsletter)
- FMS Trainings: [https://cust.fms.iu.edu/cgi-bin/train/catalog](https://cust.fms.iu.edu/cgi-bin/train/catalog)
- FMS Customer Service: [https://fms.iu.edu/support/](https://fms.iu.edu/support/)