

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

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

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:

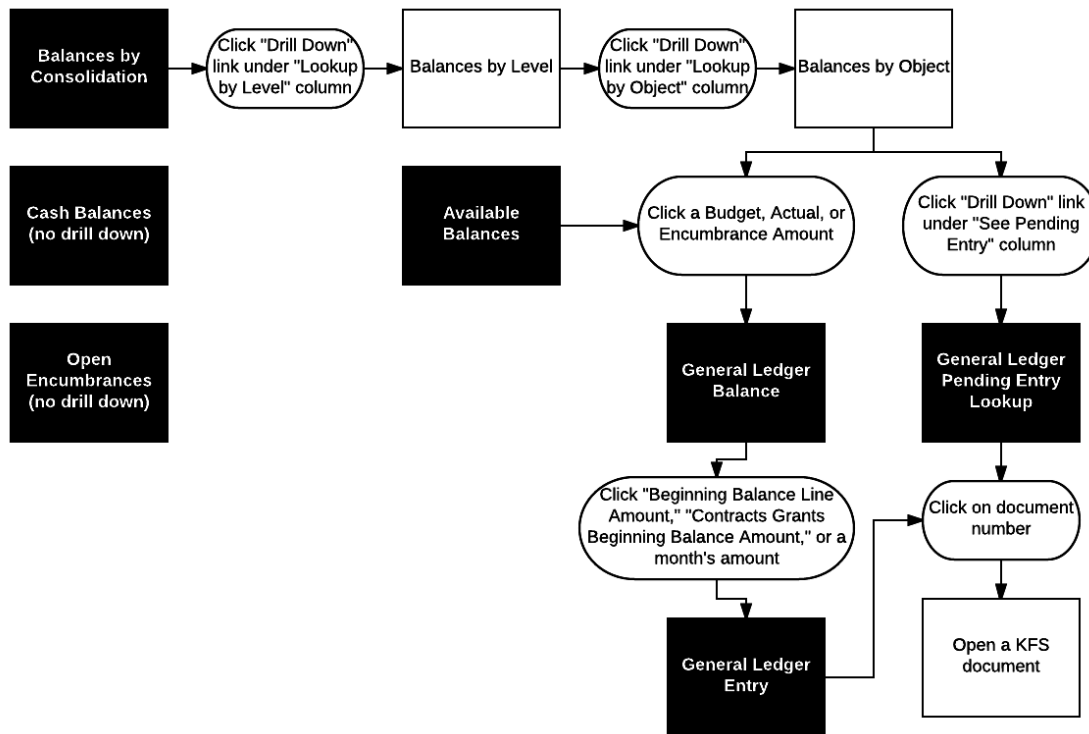
- **No:** Only return data from documents that reached Final status the previous day. Default option.
- **Approved:** Include data from documents that reached Final status sometime today. These transactions have been approved and will post to the General Ledger overnight.
- **All:** Include data from 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/>

KFS BALANCE TYPE CODES

Category	Balance Type Code	Balance Type Name
Actual	AC	Actual
Budget	BB	Base Budget
	CB	Current Budget
Encumbrance	EX	External Encumbrance
	IE	Internal Encumbrance
	PE	Pre-Encumbrance

KFS GENERAL LEDGER BALANCE INQUIRIES DRILL-DOWN CHART



RESOURCES

- KFS Documentation Library: <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>
- FMS Trainings: <https://cust.fms.iu.edu/cgi-bin/train/catalog>
- FMS Customer Service: <https://fms.iu.edu/support/>