Guide to IU KFS Core Components and Functions

GL Balance Inquiries

Users may access a number of balance inquiries that retrieve budgets, pending entries, actual amounts posted and other transactional data within the General Ledger that are combined into the following documents: Available Balances, Balances by Consolidation, Cash Balances, General Ledger Balance, General Ledger Entry, General Ledger Pending Entry, and Open Encumbrances. These options are available from the Balance Inquiries menu group in the Main Menu tab.

GL inquiries available from the Main Menu, Balance Inquiries submenu:

<table>
<thead>
<tr>
<th>Inquiry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Balances</td>
<td>Displays the cumulative balances for an account by object code</td>
</tr>
<tr>
<td>Balances by Consolidation</td>
<td>Displays account balances at the summarized consolidation level</td>
</tr>
<tr>
<td>Cash Balances</td>
<td>Displays the beginning, year-to-date, and available cash balances for an account</td>
</tr>
<tr>
<td>General Ledger Balance</td>
<td>Displays an account's balances by object</td>
</tr>
<tr>
<td>General Ledger Entry</td>
<td>Displays the transaction detail for an account</td>
</tr>
<tr>
<td>General Ledger Pending Entry</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>Open Encumbrances</td>
<td>Displays the detail for an account's open encumbrances</td>
</tr>
</tbody>
</table>

GL Inquiries: Basic Information

Entering Lookup Criteria

After you select the desired inquiry, you are taken to the lookup criteria screen. The lookup criteria may display some default values, which you may change. To view all General Ledger balances on a specific account you need to enter just the chart and the account number. You can be more specific by including additional criteria. To view specific sub-accounts, object codes or sub-object codes you may enter these criteria. On some of the inquiry screens the balance type may be changed to view something other than actual balances. For example, to view budget transactions, you can change the balance type to either ‘CB’ (current budget), ‘BB’ (base budget), or ‘MB’ (monthly budget which may not be available on all accounts).

The following is an example of the lookup criteria screen for the General Ledger Balance Lookup.

![General Ledger Balance Lookup](image)

Click **search** when you have entered all necessary criteria and are ready to retrieve the balances.
**Meaning of Dollar Accumulators**

The inquiries contain various dollar accumulators. The following describes the meaning of each of the amounts displayed in the inquiry results, and which inquiries contain the bucket type.

### Dollar Accumulator definition

<table>
<thead>
<tr>
<th>Column Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Line Annual Balance</td>
<td>The total amount of activity in this account for this balance type across all periods of the selected fiscal year. Appears in Cash Balances inquiry and the General Ledger Balance inquiry.</td>
</tr>
<tr>
<td>Actual Amount</td>
<td>The total of all actual activity for a given balance line of the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.</td>
</tr>
<tr>
<td>Available Cash Balance</td>
<td>The total of the beginning balance and the year-to-date balance. Appears in the Cash Balances inquiry.</td>
</tr>
<tr>
<td>Beginning Balance Line Amount</td>
<td>The amount in this account for this balance type and object code at the beginning of the selected fiscal year. Appears in the General Ledger Balance inquiry.</td>
</tr>
<tr>
<td>[Month] Balance Amount</td>
<td>The total of all activity for a given accounting period. These fields are labeled as the month to which they refer (July, August, September, etc.).</td>
</tr>
<tr>
<td>Budget Amount</td>
<td>The current budget amount in this account for the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.</td>
</tr>
<tr>
<td>Closed Amount</td>
<td>The amount of the encumbrance that has been closed. Appears in the Open Encumbrances inquiry.</td>
</tr>
<tr>
<td>Contracts Grants Beginning</td>
<td>The cumulative amount in this account for this balance type and object code that was carried forward from the previous fiscal year. Appears in the Cash Balance inquiry and the General Ledger Balance inquiry.</td>
</tr>
<tr>
<td>Encumbrances Amount</td>
<td>The total of all encumbrance activity for a given account for the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.</td>
</tr>
<tr>
<td>Ledger Entry Amount</td>
<td>The dollar amount associated with a particular ledger entry. Appears in General Ledger Entry inquiry and Pending General Ledger Entry inquiry.</td>
</tr>
<tr>
<td>Open Amount</td>
<td>The amount of the original encumbrance. Subtracting the Closed Amount from the Open Amounts gives the amount of the encumbrance that is still outstanding. Appears in the Open Encumbrances inquiry.</td>
</tr>
<tr>
<td>Variance</td>
<td>The difference between the available budget and the actual amounts, plus encumbrances for an object code or category. Appears in Available Balances inquiry and Balances by Consolidation inquiry.</td>
</tr>
</tbody>
</table>

### Drilldowns

The various inquiries display their initial balances at different levels of aggregation. You may drill down into detail when there is the **Drill Down** link available, or if the amount or other attribute (e-doc, for example) is a hyperlink. The following illustrations show the types of drilldowns available in the inquiries.
You may drill down to the next level from the **Drill Down** link.

![Chart](chart.png)

You may drill down to the entries that make up the total from the amount link.

![Table](table.png)

You may drill down to the actual e-doc from the **document Number** link.

![Table](table.png)

Drill down to pending entry

**Include or Exclude Pending Entries, Unapproved Entries, and GL Entries**

Balance inquiries allow you to choose to include or exclude pending ledger entries. These entries have been generated by KFS documents that have not yet been posted through the GL accounting cycle. After a financial processing e-doc is saved, it generates pending ledger entries. These entries are considered pending until the document is disapproved (at which point they are removed) or the document is fully approved and the entries are posted to the General Ledger.

You can choose to exclude pending ledger entries (the default behavior), include all pending ledger entries, or include only those entries associated with documents that have been approved (documents that have reached 'Processed' or 'Final' workflow status).

**Important Note! Including all pending ledger entries in an inquiry can generate misleading results.** Note that choosing to include all pending ledger entries in a balance inquiry can generate misleading results because saved documents may contain incomplete or unbalanced accounting entries. Choosing to view all pending ledger entries should be done with the understanding that unapproved entries may change drastically prior to actually posting or they may not post at all.

Refer to the following chart to identify the inquiry that applies to your analysis.

**Inquiry Drilldown Patterns:**

<table>
<thead>
<tr>
<th>Available Balances</th>
<th>By Consolidation</th>
<th>By Level</th>
<th>By Object</th>
<th>GL Balance</th>
<th>GL Entry Lookup</th>
<th>By e-doc</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Balances by Consolidation | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓

Cash Balances | Lists cash balances only (no drilldown)
GL Balances | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓
GL Entry | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓
GL Pending Entry | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓
Open Encumbrances | Lists open encumbrance amounts only (no drilldown)

**Available Balances**

For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see [GL Inquiries: Basic Information](#).

The Available Balances inquiry displays the cumulative balances for an account by object code. The drilldown pattern is as follows:

1. General Ledger Balance
2. GL Entry Lookup
3. E-Doc

**Lookup Criteria**

Fill in at least Fiscal Year, Chart Code and Account Number. Use the lookup icon 🌐 as necessary to select the criteria. Select the desired **Consolidation** and **Included Pending Entry** options.

**Search Results**

The cumulative balances by object code are displayed. You may drill into the amount column to view the details that make up the total amount.
Balances by Consolidation

For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see GL Inquiries: Basic Information.

This inquiry displays account balances at the highest reporting level (the consolidation level) 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). You must specify the chart and the account number you wish to view in the report criteria window. The fiscal year defaults to the current fiscal year, but may be changed. You may also include a sub-account if you are interested in that level of detail.

The Consolidation option defaults to display an aggregate total for all sub-accounts for the selected chart and account number. If you select the Detail option, the report displays the balances for each sub-account for the chart and account number.
number selected. The Include Cost Share Sub-Accounts default is to exclude activity on Cost Share sub-accounts. If you wish to view activity on these special sub-accounts select the Include option. The Include Pending Ledger Entry option provides the user with the ability to include all pending entries, no pending entries, or only those pending entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.

The drilldown pattern of this inquiry is as follows:

4. Balances by Consolidation
5. Balances by Level
6. Balances by Object
7. General Ledger Balance
8. General Ledger Entry
9. E-Doc

Lookup Criteria

Fill in at least fiscal year, chart, and account number. Balance type code defaults to AC but may be changed. Use the lookup icon as necessary to select the criteria. Select the Consolidation, Amount View, and Include Pending Ledger Entry options.

Search Results

The highest level of summary you see in this inquiry is by account consolidation based on the Consolidation Object levels established by IU. You may drilldown into the summary by level by clicking the Drill Down link.

Balances by Level

Click the Drill Down link to view the balances by Object Code.
Balances by Object
Click the hyperlinks for the displayed amount to view the details of the General Ledger Balance.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Level Code</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
<th>See Pending Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>SL</td>
<td>1021400</td>
<td>&quot;ALL&quot;</td>
<td>2000</td>
<td>ACSA</td>
<td>3,838,113.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,836,113.00</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2009</td>
<td>SL</td>
<td>1021400</td>
<td>&quot;ALL&quot;</td>
<td>2200</td>
<td>ACSA</td>
<td>29,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>29,000.00</td>
<td>Drill Down</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML

Cash Balances
The Cash Balances inquiry 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. In most cases, fiscal officers of auxiliary or service accounts or non-budgeted accounts are concerned with their cash balances. However, fiscal officers of general fund accounts and some budgeted accounts might not need to use the Cash Balances inquiry.

Choosing the Consolidation option aggregates the amounts by Sub-Account and Sub-Object Code. The Detail option returns balances for each Sub-Account and Sub-Object Code. The Include Pending Ledger Entry option provides the user with the ability to include all cash pending entries, no pending cash entries, or only those pending cash entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results. There are no drilldown hyperlinks available in this inquiry.

Important Note: The Cash Balances inquiry should not be confused with the Available Balances inquiry that compares actual transactions and encumbrances to budget amounts.

Lookup Criteria
Fill in at least Fiscal Year, Chart Code and Account Number. Use the lookup icon as necessary to select the criteria. Select the desired Consolidation and Include Pending Ledger Entry options.

General Ledger Balance
The General Ledger Balance inquiry 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.
Choosing the **Consolidation** option aggregates the amounts by sub account, sub object code, and object type. The **Detail** option returns balances for each sub account, sub object code, and object type. The **Amount View** option lets the user switch between viewing balances for each month (Monthly) and accumulating the balances as you progress through the fiscal year (Accumulate). The **Include Pending Ledger Entry** option provides the user with the ability to include all pending entries, no pending entries, or only those pending entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.

The drilldown pattern of this inquiry is as follows:

1. General Ledger Balance
2. General Ledger Entry
3. E-Doc

**Lookup Criteria**

Fill in at least **Fiscal Year**, **Chart**, and **Account Number**. **Balance Type Code** defaults to 'AC' but may be changed. Use the lookup icon as necessary to select the criteria. Select the **Consolidation**, **Amount View**, and **Include Pending Ledger Entry** options.

Choosing the **Consolidation** option aggregates the amounts by Sub-Account and Sub-Object Code. The **Detail** option returns balances for each Sub-Account and Sub-Object Code.

The **Amount View** option gives you a choice to view the amount by monthly amount or accumulated amount.

As with other balance inquiry screens, the **Include Pending Ledger Entry** option provides the user with the ability to include all pending entries, no pending entries, or only those pending entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.

**Search Results**

The General Ledger Balance includes the summary balances by Account Number and Object Code followed by monthly transaction amount. You may see the details behind the monthly transaction total amount by clicking the amount hyperlink.
Clicking the amount hyperlink opens another window listing the detailed transactions behind the amount.

**View Accumulate Amount**

By default, the General Ledger Balance inquiry result displays the distinct amount of activity for each month. However, clicking **Accumulate as the Amount View Option** accumulates the activity by adding all previous months in the fiscal year to a given month, thus, you are able to view the year-to-date total per month.
General Ledger Entry

The General Ledger Entry inquiry 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 main Balance Inquires menu.

The drilldown pattern of this inquiry is as follows:

1. General Ledger Entry
2. E-Doc

Lookup Criteria

Fill in at least Fiscal Year, Chart Code, Account Number, and Fiscal Period or Fiscal Year and Document Number. The lookup criteria default to the current fiscal year, balance type of ‘AC’ (actuals), and the current fiscal period.

Use the lookup icon as necessary to select the criteria. Select the desired Pending Ledger Entry Approved Indicator option. The Pending General Ledger inquiry offers two alternatives for including the pending ledger entries: the ability to include all pending entries by selecting All or only those pending entries that are fully approved by selecting Approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.
Search Results
The inquiry results list the transactions that meet your lookup criteria. From here you can drill down into the e-doc that created the transaction.

E-Doc Drilldown
Clicking the document number link from the General Ledger Entry inquiry results allows you to open the underlying e-doc which makes up the transaction. You may view, copy or perform error correction once the document is open, within the constraints of your existing KFS role(s). Note that no link will be displayed if the document originates from a system other than KFS.

If the document number is a Payroll Run ID then clicking the link will take you to a Labor Ledger Entry inquiry showing information about the employees paid on this entry.

General Ledger Pending Entry
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 GL batch posting job has run. The drilldown pattern of this inquiry is as follows:

1. General Ledger Pending Entry
2. E-doc

Lookup Criteria
The lookup criteria default to the current Fiscal Year, Balance Type of AC, and the current fiscal period. There are no required criteria for the pending entries lookup. Use the lookup icon as necessary to select the criteria. Select the desired Pending Ledger Entry Approved Indicator option.
The General Ledger Pending Entry lookup behaves identical to the General Ledger Entry lookup once the initial results are displayed.

**Open Encumbrances**

The Open Encumbrances inquiry displays the detail for open encumbrances. You must enter *either* the fiscal year, chart, and account number *or* the fiscal year and document number. The valid values you may choose from the encumbrance report include 'EX' (external encumbrances), 'IE' (internal encumbrance), and 'PE' (pre-encumbrance). External encumbrances are those that are owed externally to entities outside IU, such as a purchasing system or travel system. Internal encumbrances represent things owed internally to the institution, such as encumbrances from a payroll system integrated with the KFS. Pre-encumbrances are established within the KFS via the Pre-encumbrance document. No further drilldown is available in this inquiry.

**Inquiry Criteria**

Fill in at least Fiscal Year, Chart Code and Account Number or Fiscal Year and Document Number. Use the lookup as necessary to select the criteria. Select the desired Include Pending Ledger Entry option. The lookup criteria default to the current fiscal year and the balance type 'EX.' To display all encumbrance types, including IE and PE, clear the Balance Type field.

The Include Pending Ledger Entry option provides the user with the ability to include all pending encumbrance entries, no pending encumbrance entries, or only those pending encumbrance entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.
Search Results

The system returns a list of open encumbrances. There is no drilldown available from this inquiry.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type</th>
<th>Document Type</th>
<th>Origin Code</th>
<th>Document Number</th>
<th>Description</th>
<th>Open Amount</th>
<th>Closed Amount</th>
<th>Outstanding Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>UA</td>
<td>1912610</td>
<td>......</td>
<td>4010</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>EP</td>
<td>962844</td>
<td>Guy Brown Management LLC dba Concerto</td>
<td>58.89</td>
<td>58.89</td>
<td>0.00</td>
<td>07/05/2011</td>
</tr>
<tr>
<td>2012</td>
<td>UA</td>
<td>1912610</td>
<td>......</td>
<td>4010</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>EP</td>
<td>965554</td>
<td>Guy Brown Management LLC dba Concerto</td>
<td>35.50</td>
<td>35.50</td>
<td>0.00</td>
<td>07/07/2011</td>
</tr>
<tr>
<td>2012</td>
<td>UA</td>
<td>1912610</td>
<td>......</td>
<td>4010</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>EP</td>
<td>965560</td>
<td>Guy Brown Management LLC dba Concerto</td>
<td>143.00</td>
<td>143.00</td>
<td>0.00</td>
<td>07/07/2011</td>
</tr>
<tr>
<td>2012</td>
<td>UA</td>
<td>1912610</td>
<td>......</td>
<td>4010</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>EP</td>
<td>965571</td>
<td>Guy Brown Management LLC dba Concerto</td>
<td>3.42</td>
<td>3.42</td>
<td>0.00</td>
<td>07/07/2011</td>
</tr>
<tr>
<td>2012</td>
<td>UA</td>
<td>1912610</td>
<td>......</td>
<td>4010</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>EP</td>
<td>968177</td>
<td>Guy Brown Management LLC dba Concerto</td>
<td>33.50</td>
<td>33.50</td>
<td>0.00</td>
<td>07/13/2011</td>
</tr>
<tr>
<td>2012</td>
<td>UA</td>
<td>1912610</td>
<td>......</td>
<td>4010</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>EP</td>
<td>969030</td>
<td>H P Products Corporation</td>
<td>29.10</td>
<td>29.10</td>
<td>0.00</td>
<td>07/14/2011</td>
</tr>
<tr>
<td>2012</td>
<td>UA</td>
<td>1912610</td>
<td>......</td>
<td>4010</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>EP</td>
<td>969426</td>
<td>Guy Brown Management LLC dba Concerto</td>
<td>27.66</td>
<td>27.66</td>
<td>0.00</td>
<td>07/14/2011</td>
</tr>
</tbody>
</table>

The open amount reflects the total amount of the encumbrance for this document number while the closed amount reflects the amount of that encumbrance relieved to date. When the open and the closed amount match the encumbrance will be dropped from the report.

Note that document numbers for Purchase Orders will represent workflow document numbers.