

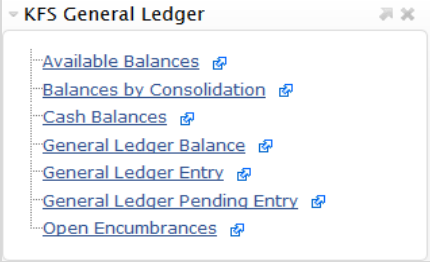
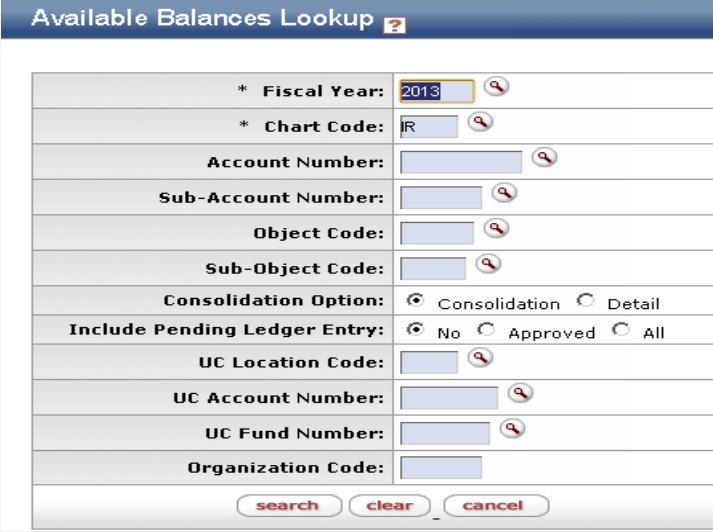
KUALI FINANCIAL SYSTEM

UNIVERSITY of CALIFORNIA • IRVINE

QUICK START GUIDE: LOOK UP AVAILABLE BALANCES

Summary: Results for the Available Balances inquiry show budget, actual, encumbrance, and variance by object code. For **expenses**, variance equals budget, less actual encumbrance. For **revenues**, variance equals actual, less budget. You may view either consolidated or detailed results, which segregate sub-accounts and sub-object codes.

Replacement: KFS Balance Inquiries replaces GLI and FS0100.

| Steps | What you need to do | How to do it |
|-------|---------------------------|--|
| 1 | Access KFS via ZOTPortal | <ol style="list-style-type: none"> Use your UCInetID and password to log in to https://portal.uci.edu/ Press the Faculty and Staff tab and then select the KFS tab |
| 2 | Access Available Balances | <ol style="list-style-type: none"> Navigate to the KFS General Ledger portlet Select Available Balances  |
| 3 | Search | <ol style="list-style-type: none"> Enter desired search criteria <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p>Note: Users can search some fields using only partial information by placing an asterisk (*) before and after the text portion of the search criteria</p> Press the search button once you've entered your search criteria |

Review search results Sort items by selecting the titles in the header above the results

200 items found, displaying 1 to 100. First Prev PAGE 1, 2 Next Last

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Object Code | Sub-Object Code | Budget Amount | Actuals Amount | Encumbrance Amount | Variance | UC Location Code | UC Account Number | UC Fund Number | Organization Code |
|-------------|------------|----------------|--------------------|-------------|-----------------|---------------|----------------|--------------------|----------|------------------|-------------------|----------------|-------------------|
| 2013 | IR | E110039 | *ALL* | 0003 | *ALL* | 0.00 | (350.01) | 0.00 | 350.01 | 9 | 405143 | 38725 | 7009 |
| 2013 | IR | E110042 | *ALL* | 0003 | *ALL* | 0.00 | (0.40) | 0.00 | 0.40 | 9 | 405166 | 38331 | 7013 |