

# KUALI FINANCIAL SYSTEM

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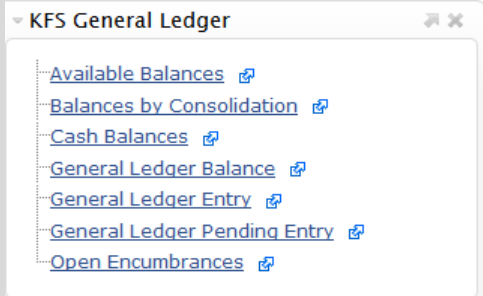
## UNIVERSITY of CALIFORNIA · IRVINE

### QUICK START GUIDE: LOOK UP BALANCES BY CONSOLIDATION

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**Summary:** Results for the Balances by Consolidation inquiry show budget, actual, encumbrance, and variance by account consolidation, based on the Consolidation Object levels. For **expenses**, variance equals budget, less actual, less encumbrance. For **revenues**, variance equals actual, less budget.

**Replacement:** KFS Balance Inquiries replaces GLI and the FS0150.

Steps	What you need to do	How to do it																								
1	Access KFS via ZOTPortal	<ol style="list-style-type: none"> <li>1. Use your UCInetID and password to log in to <a href="https://portal.uci.edu/">https://portal.uci.edu/</a></li> <li>2. Press the <b>Faculty and Staff</b> tab and then select the <b>KFS</b></li> </ol>																								
2	Access Balances by Consolidation	<ol style="list-style-type: none"> <li>1. Navigate to the KFS <b>General Ledger</b> portlet</li> <li>2. Select <b>Balances by Consolidation</b></li> </ol> 																								
3	Search	<ol style="list-style-type: none"> <li>1. Enter desired search criteria           <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center; background-color: #0056b3; color: white; padding: 2px;">Balances By Consolidation Lookup <span style="float: right;">?</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>* Fiscal Year:</td><td><input type="text"/></td></tr> <tr><td>* Chart Code:</td><td><input type="text" value="IR"/></td></tr> <tr><td>Account Number:</td><td><input type="text"/></td></tr> <tr><td>Sub-Account Number:</td><td><input type="text"/></td></tr> <tr><td>Consolidation Option:</td><td><input checked="" type="radio"/> Consolidation <input type="radio"/> Detail</td></tr> <tr><td>Include Cost Share Sub-Accounts:</td><td><input type="radio"/> Include <input checked="" type="radio"/> Exclude</td></tr> <tr><td>Include Pending Ledger Entry:</td><td><input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All</td></tr> <tr><td>UC Location Code:</td><td><input type="text"/></td></tr> <tr><td>UC Account Number:</td><td><input type="text"/></td></tr> <tr><td>UC Fund Number:</td><td><input type="text"/></td></tr> <tr><td>Organization Code (Single org code only; descending hierarchy not supported):</td><td><input type="text"/></td></tr> <tr><td colspan="2" style="text-align: center;"> <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> </td></tr> </table> </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> </li> <li>2. Press the search button once you've entered the search criteria</li> </ol>	* Fiscal Year:	<input type="text"/>	* Chart Code:	<input type="text" value="IR"/>	Account Number:	<input type="text"/>	Sub-Account Number:	<input type="text"/>	Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail	Include Cost Share Sub-Accounts:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude	Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	UC Location Code:	<input type="text"/>	UC Account Number:	<input type="text"/>	UC Fund Number:	<input type="text"/>	Organization Code (Single org code only; descending hierarchy not supported):	<input type="text"/>	<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	
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2 items found, displaying all items . PAGE 1

<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Reporting Sort Code</u>	<u>Consolidation Code</u>	<u>Lookup By Level</u>	<u>Budget Amount</u>	<u>Actuals Amount</u>	<u>Encumbrance Amount</u>	<u>Variance</u>	<u>UC Location Code</u>	<u>UC Account Number</u>	<u>UC Fund Number</u>	<u>Organization Code (Single org code only; descending hierarchy not supported)</u>
<a href="#">2013</a>	<a href="#">IR</a>	<a href="#">GF11908</a>	*ALL*	B	<a href="#">GENX</a>	<a href="#">Drill Down</a>	0.00	16.15	0.00	(16.15)	9	445839	19933	<a href="#">8102</a>
<a href="#">2013</a>	<a href="#">IR</a>	<a href="#">GF11908</a>	*ALL*	B	<a href="#">EQIP</a>	<a href="#">Drill Down</a>	0.00	(11,000.00)	0.00	11,000.00	9	445839	19933	<a href="#">8102</a>

Export options: [CSV](#) | [Excel](#) | [XML](#)

**Totals**

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income	0.00	0.00	0.00	0.00
Income From Transfers	0.00	0.00	0.00	0.00
<b>Total Income</b>	0.00	0.00	0.00	0.00
Expense	0.00	(10,983.85)	0.00	10,983.85
Expense From Transfers	0.00	0.00	0.00	0.00
<b>Total Expense</b>	0.00	(10,983.85)	0.00	10,983.85
			<b>Available Balance</b>	10,983.85