

# KUALI FINANCIAL SYSTEM

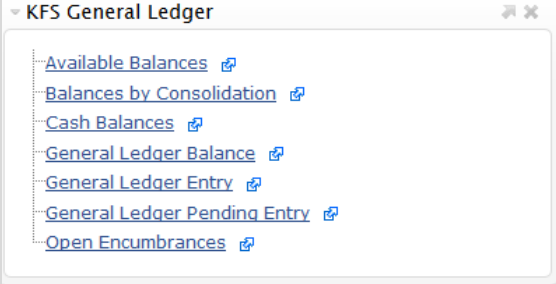
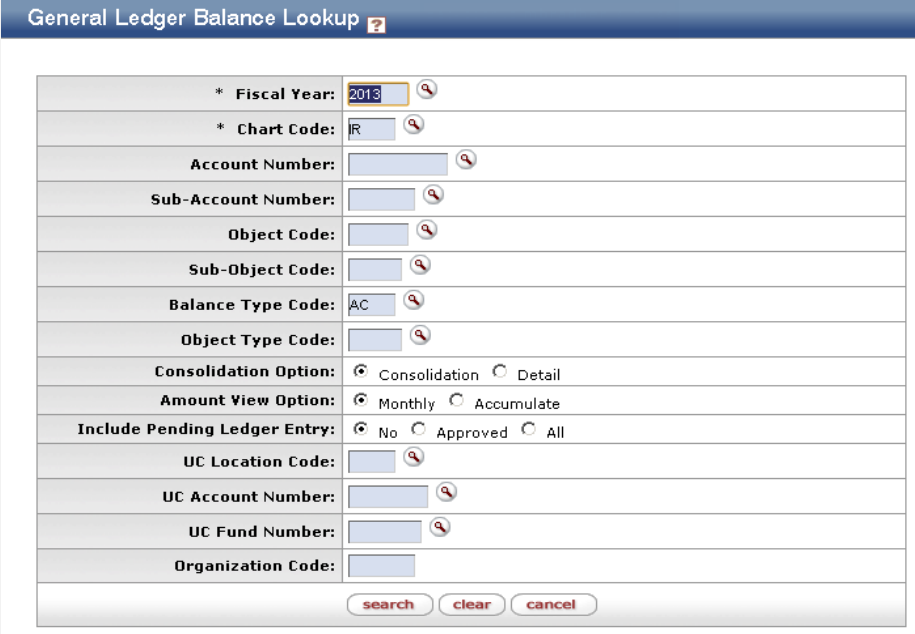
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## UNIVERSITY of CALIFORNIA • IRVINE

### QUICK START GUIDE: LOOK UP GENERAL LEDGER BALANCE

**Summary:** 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.

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

Steps	What you need to do	How to do it
1	Access KFS via ZOTPortal	1. Use your UCInetID and password to log in to <a href="https://portal.uci.edu/">https://portal.uci.edu/</a> 2. Press the <b>Faculty and Staff</b> tab and then select the <b>KFS</b> tab
2	Access General Ledger Balance	1. Navigate to the KFS <b>General Ledger</b> portlet 2. Select <b>General Ledger Balance</b> <div style="margin-top: 10px;">  </div>
3	Search	1. Enter desired search criteria <div style="margin-top: 10px;">  </div> <p style="text-align: right; margin-top: 10px;">Note: Users can search some fields using only partial information by</p>

placing an asterisk (\*) before and after the text portion of the search criteria

2. Press the search button once you've entered your search criteria

<b>4</b>	Review search results	Sort items by selecting the titles in the header above the results
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<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Balance Type</u>	<u>Object Type</u>	<u>Beginning Balance Line Amount</u>	<u>Contracts Grants Beginning Balance Amount</u>	<u>Account Line Annual Balance Amount</u>	<u>UC Location Code</u>	<u>UC Account Number</u>	<u>UC Fund Number</u>	<u>Organization Code</u>
2013	IR	E110161	-----	0003	---	AC	EX	0.00	0.00	(672.97)	9	775100	38384	8166

<b>July</b>	0.00	<b>October</b>	0.00	<b>January</b>	(294.02)	<b>April</b>	0.00
<b>August</b>	0.00	<b>November</b>	(251.25)	<b>February</b>	0.00	<b>May</b>	0.00
<b>September</b>	(3.17)	<b>December</b>	(124.53)	<b>March</b>	0.00	<b>June</b>	0.00
						<b>Year End</b>	0.00