KUALI FINANCIAL SYSTEM UNIVERSITY of CALIFORNIA • IRVINE

QUICK START GUIDE: LOOK UP GENERAL LEDGER ENTRY

Summary: 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 Inquiries menu.

What you need to do How to do it Steps 1 1. Use your UCInetID and password to log in to Access KFS via ZOTPortal https://portal.uci.edu/ 2. Press the Faculty and Staff tab and select the KFS tab 2 Access General From the KFS General Ledger portlet, select the General Ledger 1. Ledger Entry Entry item. KFS General Ledger -<u>Available Balances</u> 👩 Balances by Consolidation 🔗 Cash Balances 👩 General Ledger Balance 👩 General Ledger Entry 🔗 "General Ledger Pending Entry 🛛 🥵 Open Encumbrances 👩 3 Search 1. Enter desired search criteria General Ledger Entry Lookup 😰 Fiscal Year: 2013 S 9 Document Type: Chart Code: R S Origin Code: Account Number: Document Number: Sub-Account Number: Organization Document Number: Object Code: ۹ 🔍 19 Project Code: 9 Sub-Object Code: Organization Reference Id: Balance Type Code: AC ٩ Reference Document Type Code: 9 Object Type Code: 9 Reference Origin Code: Fiscal Period: 10 🔍 Reference Document Number: Pending Entry Approved Indicator:
No C Approved C All UC Location Code: ٩ UC Account Number: ٩ UC Fund Number: Transaction Date From: Transaction Date To: Transaction Ledger Entry Description: Organization Code: search clear cancel Note: Users can search some fields using only partial information by placing an asterisk (*) before and after the text portion of the search criteria

Replacement: KFS General Ledger Entry replaces GLI and the FS0100.

		2. Press the search button once you've entered your search criteria
4	Review search results	Users can sort items by selecting the titles in the header above the results.
<u>Fiscal</u> <u>Chart</u> <u>Account</u> <u>Year</u> <u>Code</u> <u>Number</u>	Sub- Dbject Sub- Balance Dbject Fiscal Documen Account Code Object Type Type Period Type Number Code Code Code Code Code Code	t Origin Document Transaction Debit Transaction Organization Project Organization Reference Reference Reference Pending UC UC UC Organization Credit Date Document Code Reference Document Origin Document Code Number Id Type Code Code Number Approved Code Number Number
<u>2013 IR OS11103</u>	····· <u>2070</u> ··· <u>AC EX 10</u> <u>IBI</u>	<u>PS</u> D6WSSC WK STDY 66.85 D 12/31/2012 <u>BIOSAF</u> 9 649800 69790 <u>8143</u>