

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.

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

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 https://portal.uci.edu/ 2. Press the Faculty and Staff tab and select the KFS tab
2	Access General Ledger Entry	1. From the KFS General Ledger portlet, select the General Ledger Entry item. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>
3	Search	1. Enter desired search criteria <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  </div> <p style="margin-top: 20px;">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>

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

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Review search results

Users can sort items by selecting the titles in the header above the results.

<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 Code</u>	<u>Object Type Code</u>	<u>Fiscal Period</u>	<u>Document Type</u>	<u>Origin Code</u>	<u>Document Number</u>	<u>Transaction Ledger Entry Description</u>	<u>Transaction Ledger Entry Amount</u>	<u>Debit Credit Code</u>	<u>Transaction Date</u>	<u>Organization Document Number</u>	<u>Project Code</u>	<u>Organization Reference Id</u>	<u>Reference Document Type Code</u>	<u>Reference Document Code</u>	<u>Reference Document Number</u>	<u>Pending Entry Approved Indicator</u>	<u>UC Location Code</u>	<u>UC Account Number</u>	<u>UC Fund Number</u>	<u>Organization Code</u>
2013	IR	0511103	-----	2070	---	AC	EX	10	IB1	PS	06WSSC	WK STDY SURCHARGE	66.85	D	12/31/2012		BIOSAF						9	649000	69790	8143