KUALI FINANCIAL SYSTEM
UNIVERSITY *of* CALIFORNIA · IRVINE

QUICK START GUIDE: LOOK UP GENERAL PENDING LEDGER ENTRY

Summary: The General Ledger Pending Entry lookup is identical to the General Ledger Entry lookup except that it displays General Ledger Pending Entry transactions. Transactions are pending until the document has moved through the approval process and the GL batch posting job has run.

Replacement: N/A

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 then select the **KFS** tab
2	Access General Ledger Pending Entry	1. Navigate to the KFS **General Ledger** portlet 2. Select **General Pending Ledger Entry** KFS General Ledger Available Balances 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 Pending Entry Lookup Fiscal Year: 2013 Chart Code: IR Account Number: * Sub-Account Number: Object Code: Sub-Object Code: Balance Type Code: AC Object Type Code: Fiscal Period: 10 Pending Entry Approved Indicator: ○ Approved ◉ All UC Account Number: Transaction Date From: Transaction Ledger Entry Description: Ledger Document Type: Origin Code: Document Number: Organization Document Number: Project Code: Organization Reference Id: Reference Document Type Code: Reference Origin Code: Reference Document Number: UC Location Code: UC Fund Number: Transaction Date To: 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

		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

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Ledger Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Reference Document Number	UC Location Code	UC Account Number	UC Fund Number
2013	IR	OS11178	-----	8085	---	AC	EX	10	GEC	01	22680	01-21304: Santa Cruz Biotechnology, Inc.	681.48	C	04/10/2013	----------						9	662080	68309