Campus Services

Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.
Overview

- Available Balance
- Balance by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances
Available Balances
Available Balances

**Purpose**: Display available balances, per account, per object code. Calculate balances in self-funded (non-budget based) accounts.

- **Beginning Fund Balance**
  - + Revenues
  - - Expenses
  - + Transfers In
  - - Transfers Out

- **Ending Fund Balance**
  - - Encumbrances

- **Available Balance**

*Common self-funded accounts include RECHAR 21 accounts, GENOP 22 accounts, and AUX 26 accounts*
Available Balances Example – Can you determine the available balance in the self-funded account 2233300?

Beginning Balance (3000) $21,348.44
Plus Revenue (4xxx) $13,307.70
Minus Expenses (5xxx-9xxx) ($6,699.20)
Ending Fund Balance $27,956.94

*Another way to calculate is Fund Balance = Assets (1xxx) less Liabilities (2xxx). It works out to the same ending balance.
Options for viewing available balances

The consolidation option allows you to view your account with an:

- **Consolidated Option**: this will show no breakdown of sub-accounts or sub-object codes
- **Detailed Option**: this will show a breakdown of sub-account or sub-object code balances
- **Exclude sub-accounts**: this will exclude balances in the sub-accounts altogether

* In the above example, we selected the consolidation option “Detail” for account 1206320. Thus, we are seeing a sub-account breakdown in the account.
Options for viewing available balances

The “Include Pending Ledger Entry” option allows you to view your account with:

- **No Pending Entries**: this will not include documents that are currently routing
- **Approved**: includes all documents that have been approved, but potentially are still processing
- **All Entries**: this includes all documents in the total, even enroute documents

* In the above example, we selected to include “All” pending ledger entries for an account. This will allow us to see the account balance factoring in all documents (finalized and enroute).
Examples – Available Balance

What are the actual charges to account 2600340, object code 6683 for Fiscal Year 2018?

What are total actual expenses, excluding payroll expenses, in account 2216001 (object codes >5999) for Fiscal Year 2018 & 2016?

Enter an account number from your department to view.
Balances By Consolidation
Balance Inquiries

ACTIVITIES

Available Balances
Balances by Consolidation
Cash Balances
General Ledger Balance
General Ledger Entry
General Ledger Pending Entry
Open Encumbrances
Balances by Consolidation

**Purpose**: Displays the total income and total expenses in an account, rolled up by a consolidation code. Calculate the available balance in budget based accounts.

- Budget Amount
- + Actuals Amount
- Ending Fund Balance
- - Encumbrances
- Available Balance

* This calculation should match to what is listed in the variance column in the balance by consolidation screen.

*Common budget based accounts (appropriated accounts) include EG 13 accounts and RARSP 16 accounts
Balance by Consolidation - Can you determine the balance in account 1322000?

Expense Budget Amount: $1,197,401.34
Minus Actuals Amount: 1,042,891.15
Minus Encumbrances: 0.00
Ending Fund Balance: 154,510.19

*You could find this same total in the available balance screen if you sum together all budget object codes subtract all actuals that have posted, and subtract encumbrances. The Balance by Consolidation screen is more convenient for calculating the total though.
The Balance by Consolidation screen consolidates items based on level codes. If you do need to look into actual postings you can “drill down” into these level codes.

**Consolidation Code**

CMPN  = Compensation has level Codes for the various types of compensation, such as Admin Pro ADMN, State Classifies SCLS, etc.

GENX  = General Expenses has various types of general expenses in Level Code; Service SERV, Supplies SUPP, Personal Services SERX

Consolidation code **CMPN** Consolidation codes will group the various object levels

Object Level **ACSA** (Faculty) will group similar object codes into reporting categories.

Object Code **5011** Faculty Salary
## Balances By Consolidation Lookup

**Fiscal Year:** 2018  
**Account Number:** 1322800

**Consolidation Option:**  
- Consolidation  
- Detail  
- Exclude Sub-Accounts

**Include Pending Ledger Entry:**  
- No  
- Approved  
- All

### Search Results

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub Account Number</th>
<th>Reporting Sort Code</th>
<th>Consolidation Code</th>
<th>Lookup By Level</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>A</td>
<td>OTRR</td>
<td>Drill Down</td>
<td>42,423.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(42,423.00)</td>
</tr>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>A</td>
<td>TRLS</td>
<td>Drill Down</td>
<td>42,423.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(42,423.00)</td>
</tr>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>B</td>
<td>GENX</td>
<td>Drill Down</td>
<td>262,910.12</td>
<td>39,014.22</td>
<td>(223,895.90)</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>B</td>
<td>TRVL</td>
<td>Drill Down</td>
<td>500.00</td>
<td>21,705.63</td>
<td>(11,143.63)</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>C</td>
<td>B</td>
<td>CPTE</td>
<td>Drill Down</td>
<td>0.00</td>
<td>7,078.92</td>
<td>0.00</td>
<td>(7,078.92)</td>
</tr>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>B</td>
<td>TREX</td>
<td>Drill Down</td>
<td>0.00</td>
<td>12,429.84</td>
<td>0.00</td>
<td>(12,429.84)</td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Type</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>42,423.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(42,423.00)</td>
</tr>
<tr>
<td>Income From Transfers</td>
<td>0.00</td>
<td>42,423.00</td>
<td>0.00</td>
<td>(42,423.00)</td>
</tr>
<tr>
<td>Total Income</td>
<td>42,423.00</td>
<td>42,423.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Expense</td>
<td>676,865.12</td>
<td>656,484.57</td>
<td>0.00</td>
<td>(8,619.55)</td>
</tr>
<tr>
<td>Expense From Transfers</td>
<td>0.00</td>
<td>12,429.84</td>
<td>0.00</td>
<td>(12,429.84)</td>
</tr>
<tr>
<td>Total Expense</td>
<td>676,865.12</td>
<td>668,914.41</td>
<td>0.00</td>
<td>(21,069.29)</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML
Examples – Balance by Consolidation

What is the balance in account 1322250 for Fiscal Year 2016?
  ◦ Drill down on GENX – What are all the expenses on “Services” object codes?

Enter an account from your department to view.
What if I don’t know if my account is a self-funded account or a budget based account?

Look the account up in Kuali and drill into the account details. This works the majority of the time:

1322000:

<table>
<thead>
<tr>
<th>Sub-Fund Group Code:</th>
<th>EG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>Education &amp; General</td>
</tr>
<tr>
<td>Sub-Fund Group Type Code:</td>
<td>N - Neither</td>
</tr>
<tr>
<td>Fund Group Code:</td>
<td>A ** Unrestricted Funds</td>
</tr>
<tr>
<td>Wage Indicator:</td>
<td>Yes</td>
</tr>
<tr>
<td>Financial Reporting Sort Code:</td>
<td>22</td>
</tr>
<tr>
<td>Active Indicator:</td>
<td>Yes</td>
</tr>
<tr>
<td>Budget Adjustment Restriction Code:</td>
<td>None</td>
</tr>
<tr>
<td>Default Account Restricted Status Code:</td>
<td>U - Unrestricted</td>
</tr>
<tr>
<td>CORE Fund Code:</td>
<td>320G</td>
</tr>
<tr>
<td>Spending Authority:</td>
<td>Budget</td>
</tr>
</tbody>
</table>

2233300:

<table>
<thead>
<tr>
<th>Sub-Fund Group Code:</th>
<th>GENOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>General Operations</td>
</tr>
<tr>
<td>Sub-Fund Group Type Code:</td>
<td>N - Neither</td>
</tr>
<tr>
<td>Fund Group Code:</td>
<td>B ** Auxiliary + Self Funded</td>
</tr>
<tr>
<td>Wage Indicator:</td>
<td>Yes</td>
</tr>
<tr>
<td>Financial Reporting Sort Code:</td>
<td>41</td>
</tr>
<tr>
<td>Active Indicator:</td>
<td>Yes</td>
</tr>
<tr>
<td>Budget Adjustment Restriction Code:</td>
<td>SubFund</td>
</tr>
<tr>
<td>Default Account Restricted Status Code:</td>
<td>U - Unrestricted</td>
</tr>
<tr>
<td>CORE Fund Code:</td>
<td>320G</td>
</tr>
<tr>
<td>Spending Authority:</td>
<td>Cash</td>
</tr>
</tbody>
</table>
Cash Balances
Cash Balances

**Purpose:** This report will only show the cash balance – object code 1100
Is the cash balance good or bad?
Example – Cash Balance

What is the cash balance in account 2216000 for Fiscal Year 2018?

Enter an account from your department to view.
General Ledger Balance
General Ledger Balance

**Purpose**: Displays all object codes (unless specified) in an account. Using the Drill down capability, all transactions can be displayed

- Some additional lookup features offered in this screen include Balance Type Code, Object Type Code, and an Accumulate Balance lookup option.

![General Ledger Balance form interface with example selections highlighted: Fiscal Year 2020, Chart Code CO, Balance Type Code AC, Consolidation Option Consolidation, Include Pending Ledger Entry No, Approved, All]
Balance Type Code

**The ‘Balance Type Codes’**

- **AC**  Actuals – default is AC
- **BB**  Adjusted Base Budget- Original Budget
- **CB**  Current Budget – Budget with Adjustments – Revised Budget
- **CE**  Cost Share Encumbrances
- **EX**  External Encumbrance - obligation to pay vendors outside or external to CSU
- **IE**  Internal Encumbrance – obligation to pay transactional document for goods or services provided by one department to another department within CSU
- **MB**  Monthly Budget – section in Budgets that allows budget by month
- **NB**  Close Nominal Balance – Year end process, close Revenues and Expenses balances into the Balance Sheet (Fund Balance)
- **PE**  Pre-Encumbrance
- **RE**  Year End Budget Reversion
- **TR**  Transfers
Object Type Code

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Asset</td>
</tr>
<tr>
<td>CH</td>
<td>Cash Not Income - ie deposits</td>
</tr>
<tr>
<td>EE</td>
<td>Expenditure not Expense</td>
</tr>
<tr>
<td></td>
<td>Cost of Sales 700x, Capital purchases like equipment, vehicles and buildings</td>
</tr>
<tr>
<td>ES</td>
<td>Expense Not Expenditure</td>
</tr>
<tr>
<td></td>
<td>Depreciation expense 6679, Doubtful accounts 6632, Cash over or short 6634</td>
</tr>
<tr>
<td>EX</td>
<td>Expense Expenditure – General expense, salaries, supplies</td>
</tr>
<tr>
<td>FB</td>
<td>Fund Balance</td>
</tr>
<tr>
<td>IC</td>
<td>Income Not Cash – Gifts, Library Holdings, Gifts-Collectible objects</td>
</tr>
<tr>
<td>IN</td>
<td>Income – Cash</td>
</tr>
<tr>
<td>LI</td>
<td>Liability</td>
</tr>
<tr>
<td>TE</td>
<td>Transfer of Funds – Expense</td>
</tr>
<tr>
<td>TI</td>
<td>Transfer of Funds – Income</td>
</tr>
</tbody>
</table>
The “Amount View Option”
- Monthly will show the month’s activity
- Accumulate will show the accumulative total year to date

For OC 6601, July is zero, January $2,061.00, and March is $68.00, but the total is $2,129.00 (next slide)

This slide has “Accumulate” selected for the same account. As you can see, it now is showing a running total based on our calculation of $2,129.00
Examples – General Ledger Balance

What is the accumulated revenue for account 2283100 for Fiscal Year 2016?

Enter an account from your department to view.
General Ledger Entry

**Purpose**: To display an original entry. Document Number is NOT a required field.

- Provides a transactional level lookup
- Useful for monthly reconciliations
General Ledger Entry offers a variety of options for searching. An example below shows good use of ways to pull entries using the fields listed as well as wildcards we have taught in our trainings:
Examples – General Ledger Entry

Review the actual entries made in account 2600160, object code 6210, in August (02), for Fiscal Year 2014.

Search PCARD entries (PCDO) for September (03) for Fiscal Year 2012.

Find all transactions for the year in 6684 credit card clearing for account 2602010 year to date.
General Ledger Pending Entry
General Ledger Pending Entry

**Purpose:** Display *Pending* original entry / document. It will display pending entry documents by account and object code.
General Ledger Pending Entry

• This search option would be used to view entries approved today, or those documents that are in process.
• This can also be done using the ‘General Ledger Entry’ screen and choosing ‘Pending entry’
• This will display all Pending entries for account 2605290 by object code
• To look at all months, % must be used in the Fiscal Period section. * will result in error

![General Ledger Pending Entry](image-url)
Example – General Ledger Pending Entry

Find a pending entry for one of your accounts.
Open Encumbrances
Open Encumbrances

**Purpose:** To provide information on encumbrances.

A helpful screen for reviewing encumbrances:
Open Encumbrances

Look up the open encumbrances in account 1330000, object code 6201

Enter an account from your department to view.
Questions ???

Contact your Campus Service Representative with KFS Questions

Summer Leaming 491-2801
Publina Meldrum 491-4148
Kris King 491-6752