

Kuali Balance Inquiries, Document and Wildcards Search

PRESENTED BY CAMPUS SERVICES

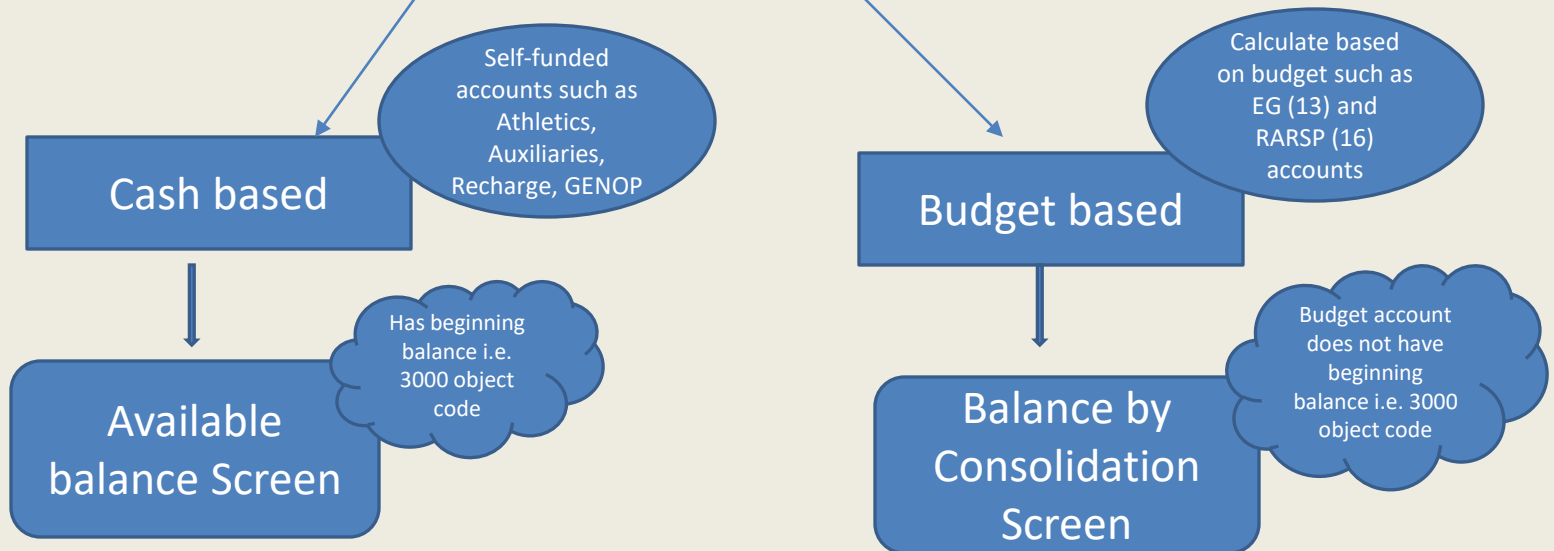
Campus Services

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
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances
- Document searches
- Wildcard Searches

Two main types of accounts



Available Balances

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

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Balance Inquiries

ACTIVITIES

Available Balances

Balances by Consolidation

Cash Balances

General Ledger Balance

General Ledger Entry

General Ledger Pending Entry

Open Encumbrances

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?

Available Balances Lookup ⓘ

* Fiscal Year: ⓘ * Chart Code: ⓘ

* Account Number: ⓘ Sub-Account Number: ⓘ

Object Code: ⓘ Sub-Object Code: ⓘ

Consolidation Option: Consolidation Detail Exclude Sub-Accounts Include Pending Ledger Entry: No Approved All

Search Results 1-14 of 14

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Object Code | Sub-Object Code | Budget Amount | Actuals Amount | Encumbrance Amount | Variance |
|-------------|------------|----------------|--------------------|-------------|-----------------|---------------|----------------|--------------------|------------|
| 2018 | CO | 2233300 | *ALL* | 1100 | *ALL* | 0.00 | 27,956.94 | 0.00 | 27,956.94 |
| 2018 | CO | 2233300 | *ALL* | 2100 | *ALL* | 0.00 | 0.00 | 0.00 | 0.00 |
| 2018 | CO | 2233300 | *ALL* | 3000 | *ALL* | 0.00 | 21,348.44 | 0.00 | 21,348.44 |
| 2018 | CO | 2233300 | *ALL* | 4378 | *ALL* | 5,000.00 | 13,307.70 | 0.00 | 8,307.70 |
| 2018 | CO | 2233300 | *ALL* | 5560 | *ALL* | 3,500.00 | 0.00 | 0.00 | 3,500.00 |
| 2018 | CO | 2233300 | *ALL* | 5569 | *ALL* | 928.00 | 0.00 | 0.00 | 928.00 |
| 2018 | CO | 2233300 | *ALL* | 5581 | *ALL* | 0.00 | 237.24 | 0.00 | (237.24) |
| 2018 | CO | 2233300 | *ALL* | 5582 | *ALL* | 0.00 | 62.67 | 0.00 | (62.67) |
| 2018 | CO | 2233300 | *ALL* | 6007 | *ALL* | 0.00 | 88.20 | 0.00 | (88.20) |
| 2018 | CO | 2233300 | *ALL* | 6050 | *ALL* | 0.00 | 0.00 | 0.00 | 0.00 |
| 2018 | CO | 2233300 | *ALL* | 6073 | *ALL* | 0.00 | 23.00 | 0.00 | (23.00) |
| 2018 | CO | 2233300 | *ALL* | 6611 | *ALL* | 0.00 | 2,849.50 | 0.00 | (2,849.50) |
| 2018 | CO | 2233300 | *ALL* | 6649 | *ALL* | 0.00 | 994.39 | 0.00 | (994.39) |
| 2018 | CO | 2233300 | *ALL* | 6654 | *ALL* | 0.00 | 2,444.00 | 0.00 | (2,444.00) |

| | |
|----------------------------|---------------------|
| Beginning Balance (3000) | \$21,348.44 |
| Plus Revenue (4xxx) | \$13,307.70 |
| Minus Expenses (5xxx-9xxx) | <u>(\$6,699.20)</u> |
| 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 a:

- **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

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

Search Results

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Object Code | Sub-Object Code | Budget Amount | Actuals Amount |
|----------------------|--------------------|-------------------------|-----------------------|----------------------|-----------------|---------------|----------------|
| 2020 | CO | 1206320 | ----- | 1100 | --- | 0.00 | 533,487.00 |
| 2020 | CO | 1206320 | CALAP | 1100 | --- | 0.00 | (538.70) |
| 2020 | CO | 1206320 | AGRT | 1100 | --- | 0.00 | (327.14) |
| 2020 | CO | 1206320 | CFC | 1100 | --- | 0.00 | (324.35) |
| 2020 | CO | 1206320 | FESA | 1100 | --- | 0.00 | (6,476.87) |
| 2020 | CO | 1206320 | FWCB | 1100 | --- | 0.00 | (1,864.39) |
| 2020 | CO | 1206320 | NR | 1100 | --- | 0.00 | (4,056.48) |

* 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

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

Search Results

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Object Code | Sub-Object Code | Budget Amount | Actuals Amount |
|-------------|------------|----------------|--------------------|-------------|-----------------|---------------|----------------|
| <u>2020</u> | <u>CO</u> | <u>1206320</u> | ----- | <u>1100</u> | --- | 0.00 | 533,487.00 |

* 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 total charges to account 2600340, object code 6683 for Fiscal Year 2020?

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

Balances By Consolidation

HOME

Jump to... Ctrl+K

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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?

kuali | Financials
Action List Doc Search Bethany

Balances By Consolidation Lookup ?

* Fiscal Year:

* Account Number:

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

* Chart Code:

Sub-Account Number:

Include Cost Share Sub-Accounts: Include Exclude

Search Results 1-2 of 2

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Reporting Sort Code | Consolidation Code | Lookup By Level | Budget Amount | Actuals Amount | Encumbrance Amount | Variance |
|-------------|------------|----------------|--------------------|---------------------|--------------------|-----------------|---------------|----------------|--------------------|-----------|
| 2018 | CO | 1322000 | *ALL* | B | CMPN | Drill Down | 1,130,574.00 | 1,040,084.52 | 0.00 | 90,489.48 |
| 2018 | CO | 1322000 | *ALL* | B | GENX | Drill Down | 66,827.34 | 2,806.63 | 0.00 | 64,020.71 |

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Totals

| Type | Budget Amount | Actuals Amount | Encumbrance Amount | Variance |
|------------------------|---------------------|---------------------|--------------------|-------------------|
| Income | | 0.00 | 0.00 | 0.00 |
| Income From Transfers | | 0.00 | 0.00 | 0.00 |
| Total Income | | 0.00 | 0.00 | 0.00 |
| Expense | 1,197,401.34 | 1,042,891.15 | 0.00 | 154,510.19 |
| Expense From Transfers | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expense | 1,197,401.34 | 1,042,891.15 | 0.00 | 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.

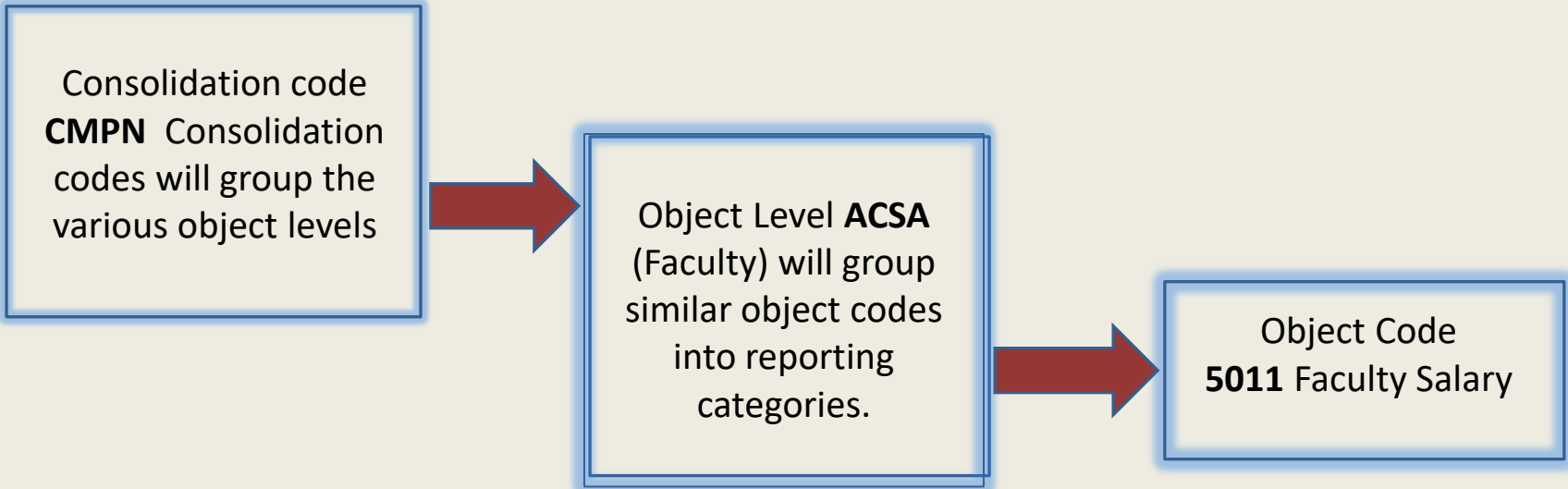
| | |
|-----------------------|----------------|
| Expense Budget Amount | \$1,197,401.34 |
| Minus Actuals Amount | 1,042,891.15 |
| Minus Encumbrances | 0.00 |
| Ending Fund Balance | 154,510.19 |

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



Balances By Consolidation Lookup

* Fiscal Year:

* Account Number:

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

* Chart Code:

Sub-Account Number:

Include Cost Share Sub-Accounts: Include Exclude

Include Pending Ledger Entry: No Approved All

Search Results ^{1-7 of 7}

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Reporting Sort Code | Consolidation Code | LookUp By Level | Budget Amount | Actuals Amount | Encumbrance Amount | Variance |
|-------------|------------|----------------|--------------------|---------------------|--------------------|-----------------|---------------|----------------|--------------------|--------------|
| 2018 | CO | 1322800 | *ALL* | A | OTRE | Drill Down | 42,423.00 | 0.00 | 0.00 | (42,423.00) |
| 2018 | CO | 1322800 | *ALL* | A | TRRV | Drill Down | 0.00 | 42,423.00 | 0.00 | 42,423.00 |
| 2018 | CO | 1322800 | *ALL* | B | CMPN | Drill Down | 413,455.00 | 617,685.80 | 0.00 | (204,230.80) |
| 2018 | CO | 1322800 | *ALL* | B | GENX | Drill Down | 262,910.12 | 39,014.22 | 0.00 | 223,895.90 |
| 2018 | CO | 1322800 | *ALL* | B | TRVL | Drill Down | 500.00 | 21,705.63 | 0.00 | (21,205.63) |
| 2018 | CO | 1322800 | *ALL* | B | CPTL | Drill Down | 0.00 | 7,078.92 | 0.00 | (7,078.92) |
| 2018 | CO | 1322800 | *ALL* | B | TREX | Drill Down | 0.00 | 12,439.84 | 0.00 | (12,439.84) |

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Totals

| Type | Budget Amount | Actuals Amount | Encumbrance Amount | Variance |
|------------------------|-------------------|-------------------|--------------------|--------------------|
| Income | 42,423.00 | 0.00 | 0.00 | (42,423.00) |
| Income From Transfers | 0.00 | 42,423.00 | 0.00 | 42,423.00 |
| Total Income | 42,423.00 | 42,423.00 | 0.00 | 0.00 |
| Expense | 676,865.12 | 685,484.57 | 0.00 | (8,619.45) |
| Expense From Transfers | 0.00 | 12,439.84 | 0.00 | (12,439.84) |
| Total Expense | 676,865.12 | 697,924.41 | 0.00 | (21,059.29) |

Examples – Balance by Consolidation

What is the balance in account 1322250 for Fiscal Year 2016?

- Drill down on GENX SERV (services) – What is the expense total in object code 6718?

What if I don't know if my account is a self-funded account or a budget based account?

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

1322000:

| | |
|---|-------------------------|
| Sub-Fund Group Code: | EG |
| Description: | Education & General |
| Sub-Fund Group Type Code: | N - Neither |
| Fund Group Code: | A ** Unrestricted Funds |
| Wage Indicator: | Yes |
| Financial Reporting Sort Code: | 22 |
| Active Indicator: | Yes |
| Budget Adjustment Restriction Code: | None |
| Default Account Restricted Status Code: | U - Unrestricted |
| CORE Fund Code: | 320G |
| Spending Authority: | Budget |

2233300:

| | |
|---|------------------------------|
| Sub-Fund Group Code: | GENOP |
| Description: | General Operations |
| Sub-Fund Group Type Code: | N - Neither |
| Fund Group Code: | B ** Auxiliary + Self Funded |
| Wage Indicator: | Yes |
| Financial Reporting Sort Code: | 41 |
| Active Indicator: | Yes |
| Budget Adjustment Restriction Code: | SubFund |
| Default Account Restricted Status Code: | U - Unrestricted |
| CORE Fund Code: | 320G |
| Spending Authority: | Cash |

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).

The screenshot shows a search form for General Ledger Balance. The form includes the following fields and options:

- * Fiscal Year: 2020
- * Account Number: (empty)
- Object Code: (empty)
- Balance Type Code: AC (highlighted with a red box)
- Consolidation Option: Consolidation Detail Exclude Sub-Accounts (highlighted with a red box)
- Include Pending Ledger Entry: No Approved All (highlighted with a red box)
- * Chart Code: CO
- Sub-Account Number: (empty)
- Sub-Object Code: (empty)
- Object Type Code: (empty)
- Amount View Option: Monthly Accumulate

At the bottom of the form are three buttons: search, clear, and cancel.

Balance Type Code

General Ledger Balance Lookup

* Fiscal Year: 2020

* Chart Code: CO

* Account Number:

Sub-Account Number:

Object Code:

Sub-Object Code:

Balance Type Code: AC

Object Type Code:

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Amount View Option: Monthly Accumulate

Include Pending Ledger Entry: No Approved All

search clear cancel

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

Amount View Option

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)

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Amount View Option: Monthly Accumulate

Include Pending Ledger Entry: No Approved All

Search Results ^{1-1 of 1}

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Object Code | Sub-Object Code | Balance Type Code | Object Type Code | Beginning Balance Line Amount | Contracts Grants Beginning Balance Amount | Account Line Annual Balance Amount |
|-------------|------------|----------------|--------------------|-------------|-----------------|-------------------|------------------|-------------------------------|---|------------------------------------|
| 2012 | CO | 1322800 | *ALL* | 6601 | *ALL* | AC | *ALL* | 0.00 | 0.00 | 2,554.00 |
| | | July | | 0.00 | October | | 0.00 | January | | 2,061.00 |
| | | August | | 0.00 | November | | 0.00 | February | | 0.00 |
| | | September | | 0.00 | December | | 0.00 | March | | 68.00 |
| | | | | | | | | April | | 0.00 |
| | | | | | | | | May | | 0.00 |
| | | | | | | | | June | | 0.00 |
| | | | | | | | | Year End | | 425.00 |

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

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Amount View Option: Monthly Accumulate

Include Pending Ledger Entry: No Approved All

Search Results ^{1-1 of 1}

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Object Code | Sub-Object Code | Balance Type Code | Object Type Code | Beginning Balance Line Amount | Contracts Grants Beginning Balance Amount | Account Line Annual Balance Amount |
|-------------|------------|----------------|--------------------|-------------|-----------------|-------------------|------------------|-------------------------------|---|------------------------------------|
| 2012 | CO | 1322800 | *ALL* | 6601 | *ALL* | AC | *ALL* | 0.00 | 0.00 | 2,554.00 |
| | | July | | 0.00 | October | | 0.00 | January | | 2,061.00 |
| | | August | | 0.00 | November | | 0.00 | February | | 2,061.00 |
| | | September | | 0.00 | December | | 0.00 | March | | 2,129.00 |
| | | | | | | | | April | | 2,129.00 |
| | | | | | | | | May | | 2,129.00 |
| | | | | | | | | June | | 2,129.00 |
| | | | | | | | | Year End | | 2,554.00 |

Examples – General Ledger Balance

How much revenue posted for the month of November in object code 4380 for account 2283100 for Fiscal Year 2019?

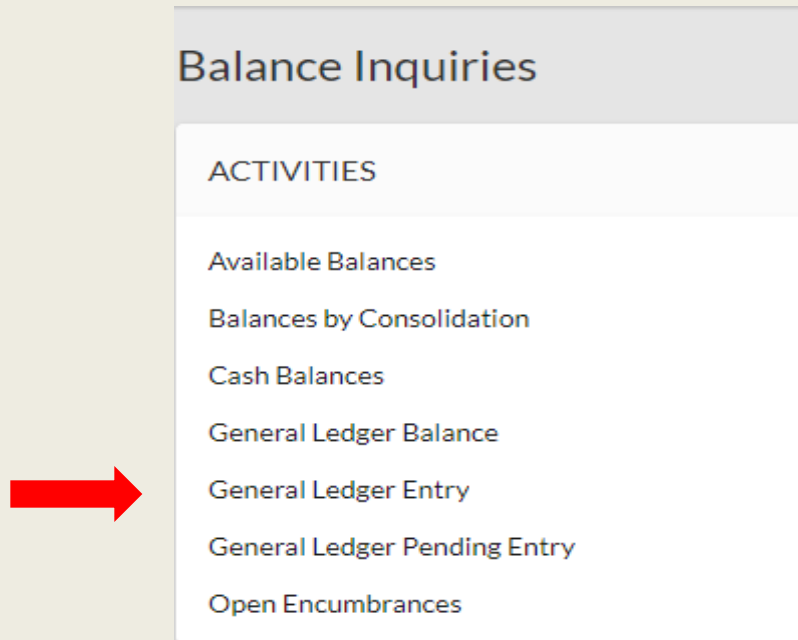
What is the accumulated revenue in object code 4380 for account 2283100 for Fiscal Year 2019?

General Ledger Entry

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 - Search Options

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 will teach in our trainings:

| | | | |
|---------------------|---|-------------------------------|---------------------------------|
| Fiscal Year: | <input type="text" value="2018"/> | Document Type: | <input type="text" value="T%"/> |
| Chart Code: | <input type="text" value="CO"/> | Origin Code: | <input type="text"/> |
| Account Number: | <input type="text" value="1356570"/> | Document Number: | <input type="text"/> |
| Sub-Account Number: | <input type="text"/> | Organization Document Number: | <input type="text"/> |
| Object Code: | <input ">5999"="" type="text" value=""/> | Project Code: | <input type="text"/> |
| Sub-Object Code: | <input type="text"/> | Organization Reference Id: | <input type="text"/> |
| Balance Type Code: | <input type="text" value="AC"/> | Reference Document Type Code: | <input type="text"/> |
| Object Type Code: | <input type="text"/> | Reference Origin Code: | <input type="text"/> |
| Fiscal Period: | <input type="text" value="01.03"/> | Reference Document Number: | <input type="text"/> |

Pending Entry Approved Indicator

Examples – General Ledger Entry

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

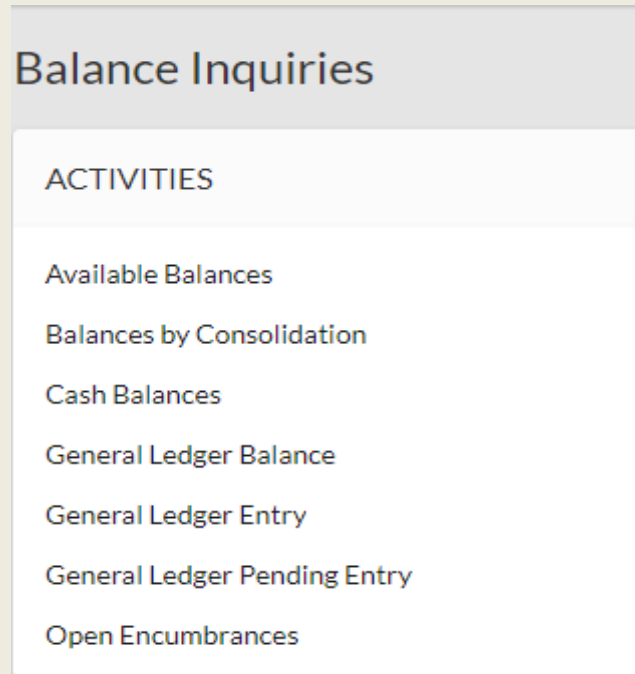
Search PCARD entries (PCDO) in account 2600160 for September (fiscal period 03) for Fiscal Year 2019.

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 2602000 object code 6205.



Document Searches

Custom Document Searches – Purchase Orders



⚠ This is a test environment

Back Door ID

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

Home

MESSAGE OF THE DAY

~~~This is the QA 1 Environment~~~ \_\_\_\_\_ ~~~ Cloned from Prod on 09/27/19~~~we will be upgrading soon

## My Favorites



NO FAVORITES

# Document Type Searches

## The most Common Document Type Codes:

- Account (ACCT)
- Adjustment Voucher (AV)
- Advance Deposit (AD)
- Budget Adjustment (BA)
- Cash Receipts (CR)
- Disbursement Voucher (DV)
- Distribution of Income/Expense (DI)
- General Error Correction (GEC)
- Internal Billing (IB)
- Internal Order (IO)
- Payment Request (PREQ)
- Pre-Encumbrance (PE)
- Purchase Order (PO)
- Transfer of Funds (TF)
- Work Order Authorizations (WOA)

# Document Search Screen

Document Search ? detailed search clear saved searches  ?


\* required field

|                               |                                                                                                            |                                          |
|-------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Document Type:                | <input type="text" value="acct"/> <span>?</span>                                                           | <p><b>Notice the screen changes.</b></p> |
| Initiator:                    | <input type="text"/> <span>?</span>                                                                        |                                          |
| Document Id:                  | <input type="text"/> <span>?</span>                                                                        |                                          |
| Date Created From:            | <input type="text" value="09/30/2019"/> <span>?</span> ←                                                   |                                          |
| Date Created To:              | <input type="text"/> <span>?</span> ←                                                                      |                                          |
| Document Description:         | <input type="text"/> <span>?</span> ←                                                                      |                                          |
| Organization Document Number: | <input type="text"/> <span>?</span> ←                                                                      |                                          |
| Chart Code:                   | <input type="text"/> <span>?</span> ←                                                                      |                                          |
| Account Number:               | <input type="text"/> <span>?</span> ←                                                                      |                                          |
| Search Result Type:           | <input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data <span>?</span> |                                          |
| Name this search (optional):  | <input type="text"/> <span>?</span>                                                                        |                                          |

25 items retrieved, displaying all items.

| Document Id              | Status    | Document Description                     | Organization Document Number | Chart Code | Account Number | Route Log |
|--------------------------|-----------|------------------------------------------|------------------------------|------------|----------------|-----------|
| <a href="#">20627707</a> | PROCESSED | NEAT - CIRA Support to NESDIS Environ... |                              | CO         | 5310563        |           |
| <a href="#">20627706</a> | PROCESSED | ABI (CLP) CIRA Support for Research a... |                              | CO         | 5310551        |           |
| <a href="#">20627705</a> | PROCESSED | Sustainable Range Program ITAM Progra... |                              | CO         | 5309641        |           |
| <a href="#">20627704</a> | PROCESSED | 2019 CPG                                 |                              | CO         | 5391477        |           |
| <a href="#">20627703</a> | PROCESSED | 19CPG Thousand Cankers                   |                              | CO         | 5391478        |           |

# Document Search Screen

Document Search 

[detailed search](#) [clear saved searches](#)

\* required field

**Warnings for this Section:**











- Too many results returned, displaying only the first 500. Please refine your search.

|                                                                                                                  |                                                                                             |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Document Type:                                                                                                   | <input type="text" value="acct"/>                                                           |
| Initiator:                                                                                                       | <input type="text"/>                                                                        |
| Document Id:                                                                                                     | <input type="text"/>                                                                        |
| Date Created From:                                                                                               | <input type="text" value="01/20/2011"/>                                                     |
| Date Created To:                                                                                                 | <input type="text" value="01/20/2012"/>                                                     |
| Document Description:                                                                                            | <input type="text"/>                                                                        |
| Organization Document Number:                                                                                    | <input type="text"/>                                                                        |
| Chart Code:                                                                                                      | <input type="text" value="CO"/>                                                             |
| Account Number:                                                                                                  | <input type="text"/>                                                                        |
| Search Result Type:                                                                                              | <input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data |
| Name this search (optional):                                                                                     | <input type="text"/>                                                                        |
| <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> |                                                                                             |

This search was too broad and needed more parameters to narrow it down!

Limited to 500 lines

500 items retrieved, displaying 1 to 100. [\[First/Prev\]](#) 1, 2, 3, 4, 5 [\[Next/Last\]](#)

| Document Id             | Status | Document Description                     | Organization Document Number | Chart Code | Account Number | Route Log                                                                             |
|-------------------------|--------|------------------------------------------|------------------------------|------------|----------------|---------------------------------------------------------------------------------------|
| <a href="#">1675187</a> | FINAL  | Timed Power Cylinder Lube Oil Injection  |                              | CO         | 5356280        |   |
| <a href="#">1675186</a> | FINAL  | Quarnet Center at CSU Teacher #1         |                              | CO         | 5340290        |  |
| <a href="#">1675185</a> | FINAL  | Economics of Innovative Water Sharing wi |                              | CO         | 5301070        |  |
| <a href="#">1675184</a> | FINAL  | Estimating the Short and Long-term Econo |                              | CO         | 5301060        |  |
| <a href="#">1675179</a> | FINAL  | A Web Skin for the Four Corners Region   |                              | CO         | 5359010        |  |
| <a href="#">1675178</a> | FINAL  | 4-H National Mentoring Program           |                              | CO         | 5355050        |  |
| <a href="#">1675177</a> | FINAL  | Environmental Effects on Harbor Seal Mov |                              | CO         | 5350010        |  |
| <a href="#">1675176</a> | FINAL  | High Sensitivity, Molecular Contrast Mic |                              | CO         | 5348110        |  |
| <a href="#">1675175</a> | FINAL  | Quarnet Center at CSU Teacher #2         |                              | CO         | 5340300        |  |
| 1675174                 | FINAL  | A Novel Exnerimental + Modelinn Studv of |                              | CO         | 5336580        |  |

# Initiator (EID) Search







Look up a Person's EID –

- Click on the  to search for a person.


**kuali** | Financials Action List Doc Search Ja

⚠ This is a test environment Back Door ID

Document Search ? detailed search clear saved searches Searches ▼ \* required field

|                              |                      |                                                                                                                                                                                          |
|------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Type:               | <input type="text"/> |   <span>?</span>   |
| Initiator:                   | <input type="text"/> |   <span>?</span> |
| Document Id:                 | <input type="text"/> | <span>?</span>                                                                                                                                                                           |
| Date Created From:           | <input type="text"/> |  <span>?</span>                                                                                     |
| Date Created To:             | <input type="text"/> |  <span>?</span>                                                                                     |
| Name this search (optional): | <input type="text"/> | <span>?</span>                                                                                                                                                                           |

# Custom Document Searches – Purchase Orders

Document Search 


[detailed search](#) [clear saved searches](#)



**Document Type:** PO  



**Initiator:**   

**Document Id:**  


**Application Document Status:**


- INCOMPLETE STATUSES
- In Process
- Awaiting Fiscal Officer Review
- Awaiting New Unordered Item Review
- Disapproved New Unordered Item Review 


**Date Created From:**   

**Date Created To:**   

**Document Description:**  



**Organization Document Number:**  

**Purchase Order #:**  

**Requisition #:**  



**Vendor #:**   



**Purchase Order Chart Code:**   


**Purchase Order Organization Code:**   



**Requestor Name:**  



**Assigned To User:**  



**Delivery Campus:**   



**Contract Manager:**   

**Previous Purchase Order #:**  

**Purchase Order Last Transmit Date From:**   


**Purchase Order Last Transmit Date To:**   

**Date Required From:**   

**Date Required To:**   

**Date Required Reason:**    

**Receiving Required:**  Yes  No  Both 

**Payment Request Positive Approval Required:**  Yes  No  Both 



# Wildcard Searches

| Character | Function                  | Example         | Returns:                                                |
|-----------|---------------------------|-----------------|---------------------------------------------------------|
| * Or %    | Wildcard                  | 21*             | Matches on any record that starts with 21               |
|           | Or                        | 1356610 2608000 | Matches on either value                                 |
| !         | Not equal to              | !1356610        | Matches on records except for 1356610                   |
| >         | Greater than              | >5999           | Matches on records greater than 5999                    |
| <         | Less than                 | <5000           | Matches on records less than 5000                       |
| >=        | Greater than or equal to  | >=6000          | Matches on records greater than or equal to 6000        |
| <=        | Less than or equal to     | <=4999          | Matches on records less than or equal to 4999           |
| ?         | Match a single character  | 135?610         | Matches on records that start with 135 and end with 610 |
| ..        | Between (range of values) | 6200..6699      | Matches on records between 6200 and 6699                |



### **Search Option: Character \* or % (Wildcard)**

1. How many accounts that begin with 13 are there under Organization Code 6003? Use the “Account” lookup screen (under Lookup and Maintenance) to complete this search.

### **Search Option: Character | (Matches on either Value)**

2. Complete a combined search for accounts 1359330 and 1356570 in the Available Balance Lookup screen 1359330|1356570 for fiscal year FY19. How much was budgeted in object code 6600 for the two accounts?

### **Search Option: Character ! (Not Equal To)**

3. Excluding salary object code 5111, what other expenses have posted to account 1356570? This can be pulled in the Available Balance screen recognizing a not equal to !5111.

### **Search Option: Greater than (Character >)**

4. To search object code greater than 3000, enter “>3000” in the object code field, enter account number 1356570 and hit search.

It will only pull the object codes that are greater than 3000. This is helpful if you only want to see the revenues and expenses under the account number.

### **Search Option: 2 Periods .. (Matches on record between items)**

5. Using General Ledger Entry lookup screen, search the object codes 43%..44% in account 2600010 for the entire fiscal year (% for fiscal period). This will bring in all external revenue object codes for the account.

### **Multiple Search Option: Combining Multiple options**

6. Using the available balance screen , type in account number !53% and object codes 6651..6653 for FY21. This will show if any accounts that had postings to object codes 6651 through 6653 for fiscal year FY21. We shouldn't have postings to these object codes other than for 53 accounts.
7. Using General Ledger Entry Lookup screen pull all the transactions that have object codes beginning with 6 (6%) in account 1301060 and 1305950 for the current year.
8. Recharge (21) accounts should not have external revenue greater than \$5,000 in total. Pull all the 21 accounts for the current year that has external revenues (object code 43%..44%) using the available balance screen.

# Questions ???

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Contact your Campus Service  
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