Kuali Balance Inquiries, Document and Wildcards Search

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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

- **Cash based**
  - Available balance Screen
  - Self-funded accounts such as Athletics, Auxiliaries, Recharge, GENOP

- **Budget based**
  - Balance by Consolidation Screen
  - Calculate based on budget such as EG (13) and RARSP (16) accounts
  - Budget account does not have beginning balance i.e. 3000 object code
Available Balances
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?

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 one of the following options:

- **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 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
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?

*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

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- **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

#### Chart Information
- **Fiscal Year:** 2018
- **Chart Code:** CO
- **Account Number:** 1322800
- **Sub Account Number:**
- **Reporting Sort Code:**
- **Consolidation Code:**

#### 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>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>42,423.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>A</td>
<td>TRPV</td>
<td>0.00</td>
<td>42,423.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>B</td>
<td>CMPN</td>
<td>413,455.00</td>
<td>617,685.80</td>
<td>0.00</td>
<td>204,230.80</td>
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<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>B</td>
<td>GENX</td>
<td>262,910.12</td>
<td>39,014.22</td>
<td>0.00</td>
<td>223,895.90</td>
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<tr>
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<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>B</td>
<td>TRVL</td>
<td>500.00</td>
<td>21,705.63</td>
<td>0.00</td>
<td>(21,205.63)</td>
</tr>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>B</td>
<td>CPTL</td>
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<td>(7,678.92 )</td>
</tr>
<tr>
<td>2018</td>
<td>CO</td>
<td>1322800</td>
<td>&quot;ALL&quot;</td>
<td>B</td>
<td>TREX</td>
<td>0.00</td>
<td>12,439.84</td>
<td>0.00</td>
<td>(12,439.84)</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>0.00</td>
</tr>
<tr>
<td>Income From Transfers</td>
<td>0.00</td>
<td>42,423.00</td>
<td>0.00</td>
<td>0.00</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>697,924.41</td>
<td>0.00</td>
<td>(21,059.29)</td>
</tr>
<tr>
<td>Expense From Transfers</td>
<td>0.00</td>
<td>12,439.84</td>
<td>0.00</td>
<td>(12,439.84)</td>
</tr>
<tr>
<td>Total Expense</td>
<td>676,865.12</td>
<td>697,924.41</td>
<td>0.00</td>
<td>(21,059.29)</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 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 Kuali 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.)
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
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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Object Type Code</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
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</thead>
<tbody>
<tr>
<td>2012</td>
<td>C0</td>
<td>12220001</td>
<td>“ALL”</td>
<td>6601</td>
<td>“ALL”</td>
<td>“ALL”</td>
<td>“ALL”</td>
<td>0.00</td>
<td>0.00</td>
<td>2,554.00</td>
</tr>
<tr>
<td>July</td>
<td>0.00</td>
<td>October</td>
<td>0.00</td>
<td>January</td>
<td>2,061.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,061.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>August</td>
<td>0.00</td>
<td>November</td>
<td>0.00</td>
<td>February</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>September</td>
<td>0.00</td>
<td>December</td>
<td>0.00</td>
<td>March</td>
<td>68.00</td>
<td>0.00</td>
<td>0.00</td>
<td>68.00</td>
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<tr>
<td>Year End</td>
<td>425.00</td>
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<td>425.00</td>
<td>2,129.00</td>
<td>2,129.00</td>
<td>2,129.00</td>
<td>2,129.00</td>
<td>2,129.00</td>
<td>2,554.00</td>
</tr>
</tbody>
</table>
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 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:
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
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

Notice the screen changes.
Document Search Screen

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

Limited to 500 lines

<table>
<thead>
<tr>
<th>Document Id</th>
<th>Status</th>
<th>Document Description</th>
<th>Organization Document Number</th>
<th>Chart Code</th>
<th>Account Number</th>
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</thead>
<tbody>
<tr>
<td>1675187</td>
<td>FINAL</td>
<td>Timed Power Cylinder Lube Oil Injection</td>
<td></td>
<td>CO</td>
<td>5358280</td>
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<tr>
<td>1675186</td>
<td>FINAL</td>
<td>Quarant Center at CSU Teacher #1</td>
<td></td>
<td>CO</td>
<td>5340290</td>
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<tr>
<td>1675185</td>
<td>FINAL</td>
<td>Economics of Innovative Water Sharing wi</td>
<td></td>
<td>CO</td>
<td>5301070</td>
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<tr>
<td>1675184</td>
<td>FINAL</td>
<td>Estimating the Short and Long-term Econ</td>
<td></td>
<td>CO</td>
<td>5301060</td>
</tr>
<tr>
<td>1675179</td>
<td>FINAL</td>
<td>4 Web Skin for the Four Corners Region</td>
<td></td>
<td>CO</td>
<td>5359010</td>
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<tr>
<td>1675178</td>
<td>FINAL</td>
<td>4-H National Mentoring Program</td>
<td></td>
<td>CO</td>
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<tr>
<td>1675177</td>
<td>FINAL</td>
<td>Environmental Effects on Harbor Seal Mov</td>
<td></td>
<td>CO</td>
<td>5350010</td>
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<tr>
<td>1675176</td>
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<td>1675175</td>
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<td>1675174</td>
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<td>A Novel Experimental + Modeling Study of</td>
<td></td>
<td>CO</td>
<td>6226680</td>
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</table>
Initiator (EID) Search

Look up a Person’s EID –
- Click on the icon to search for a person.
Custom Document Searches – Purchase Orders
Wildcard Searches
<table>
<thead>
<tr>
<th>Character</th>
<th>Function</th>
<th>Example</th>
<th>Returns:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Or %</td>
<td>Wildcard</td>
<td>21*</td>
<td>Matches on any record that starts with 21</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td>1356610</td>
<td>2608000</td>
</tr>
<tr>
<td>!</td>
<td>Not equal to</td>
<td>!1356610</td>
<td>Matches on records except for 1356610</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than</td>
<td>&gt;5999</td>
<td>Matches on records greater than 5999</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less than</td>
<td>&lt;5000</td>
<td>Matches on records less than 5000</td>
</tr>
<tr>
<td>&gt;=</td>
<td>Greater than or</td>
<td>&gt;=6000</td>
<td>Matches on records greater than or equal to 6000</td>
</tr>
<tr>
<td></td>
<td>equal to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;=</td>
<td>Less than or</td>
<td>&lt;=4999</td>
<td>Matches on records less than or equal to 4999</td>
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<td></td>
<td>equal to</td>
<td></td>
<td></td>
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<tr>
<td>?</td>
<td>Match a single</td>
<td>135?610</td>
<td>Matches on records that start with 135 and end with 610</td>
</tr>
<tr>
<td></td>
<td>character</td>
<td></td>
<td></td>
</tr>
<tr>
<td>..</td>
<td>Between (range of</td>
<td>6200..6699</td>
<td>Matches on records between 6200 and 6699</td>
</tr>
<tr>
<td></td>
<td>values)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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?

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.

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.

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.

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 ???

Contact your Campus Service Representative with KFS Questions

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Publina Meldrum 491-4148
Kris King 491-6752