Welcome to UConn KFS Training!

Training Session for:

KFS Document Searches and Balance Inquiries
Agenda

• Part 1: Document Searches
  ▫ Beyond the “doc search” button
  ▫ Using eDoc attributes
  ▫ Keep track of your department’s activity

• Part 2: Balance Inquiries
  ▫ How they are related
  ▫ Overall Account Balances
  ▫ Transactional Inquiries
  ▫ Labor Distribution Inquiries
Document Searches

• *doc search* Button (Basic Search)

• *doc search* Button (Detailed Search)

• Custom Document Searches Menu

• Naming / Saving Searches

• View Related Documents Tab
Document Searches

“Doc Search” Button

Message Of The Day

9/14/15 - If you are experiencing issues with the formatting of the KFS screens, it is necessary that you have been upgraded to version 5.3. If you encounter any errors or need assistance please contact...
Document Searches

“Doc Search” Button

• “doc search” Button (Basic Search)
  ▫ (Initiator) Your net-id
  ▫ Date range
  ▫ Document/Notification Id (document number)

• Entering “Type” (eDoc short name) will open many more fields including:
  ▫ Account Number
  ▫ Document Description
  ▫ Organization Code
  ▫ Total Amount
  ▫ More, depending on the eDoc type
Document Searches

“Detailed Search” Button – click to expand criteria
Document Searches

“Detailed Search” Button

- Allows you to search based on:
  - Approver
  - Date Modified
  - Date Finalized
  - Viewer (what someone can see)
  - Route Status
    - Pending (enroute, saved, initiated, exception)
    - Successful Statuses (final, processed, approved)
    - Unsuccessful Statuses (disapproved, canceled)
  - Date Approved range
Document Searches

Custom Document Searches Menu

UCONN FINANCE SYSTEMS - Main Menu

Transactions
- Accounts Receivable
  - Cash Control
  - Customer Credit Memo
  - Customer Invoice
  - Customer Invoice Writeoff
  - Customer Invoice Writeoff Lookup
  - Payment Application
- Budget Construction
  - Budget Construction Selection
- Financial Processing
  - Advance Deposit
  - Adjustments/Actual Voucher
  - Budget Adjustment
  - Cash Receipt
  - Credit Card Receipt
  - Disbursement Voucher
  - Distribution of Income and Expense
  - General Error Correction
  - Indirect Cost Adjustment
  - Internal Billing
  - Intra-Account Adjustment
  - Pre-Encumbrance
  - Single-Sided Budget Adjustment
  - Transfer of Funds

Balance Inquiries
- General Ledger
  - Available Balances
  - Balances by Consolidation
  - Cash Balances
  - Current Account Balances
  - General Ledger Balance
  - General Ledger Entry
  - General Ledger Pending Entry
  - Open Encumbrances
- Labor Distribution
  - Account Status (Base Funds)
  - Account Status (Current Funds)
  - Calculated Salary Foundation
  - Employee Funding
  - July 1 Position Funding
  - Labor Ledger View
  - Labor Ledger Pending Entry
  - Position Inquiry

Reports
- Accounts Receivable
  - Billing Statement
  - Customer Aging Report
  - Customer Credit Memo
Document Searches

Custom Document Searches Sub-Menu

- **Financial Transactions** (KFST)
  - Transactional eDocs (have a $ amount)
- **Accounts Receivable**
  - Customer Invoices
  - Credit Memos
  - Cash Controls
  - Payment Applications
- **Capital Asset Management** (CAMM)
  - Tag Number
- **Financial Processing**
  - Disbursement Vouchers
    - Payee ID (payroll ID); Payee Name (Case-sensitive)
    - Pre-Disbursement Processor Status tab
Document Searches

Custom Document Searches Sub-Menu, cont.

Purchasing / Accounts Payable: Each of the searches listed below has several fields particular to that eDoc. Examples:

• **Payment Requests**
  *Invoice Number, Vendor Number, Pay Date Range, PREQ status, Receiving Required*

• **Purchase Orders**
  *Org Doc Number, Contract Manager, PO Status*

• **Receiving**
  *Bill of Lading #, Packing Slip #, Carrier*

• **Requisitions**
  *Requestor Name, Reference 1/2/3, Requisition Status*

• **Vendor Credit Memos**
  *Vendor Credit Memo #, Credit Memo Status*
To retrieve a named search, use the dropdown list at the top right of the Document Lookup screen.

To name and save a search, provide a name in the “Name this search (optional)” field, then click search.
Document Searches

View Related Document Tab

This tab is located on every eDoc in the Purchasing and Accounts Payable process. It allows you to see any of the related eDocs from any of the related eDocs:
Document Searches - Exercises

Find some eDocs that you have approved using the doc search and detail search buttons, and use a date range.

OR

Find all of the transactions that you have initiated that are “enroute” using Doc search ~ Detail Search. Name this search “My Enroute eDocs.”
Document Searches - Exercises

See if there are any payment requests (PREQ) in your organization that are awaiting receiving using Custom Document Searches ~ Payment Requests. Choose *Awaiting Receiving* in the Payment Request Status.

OR

Look up a Disbursement Voucher that you initiated, and see if it has been paid by looking at the Pre-Disbursement Processor Status tab.
KFS Balance Inquiries

9/14/15 - If you are experiencing issues with the formatting of the KFS screens, it is necessary to clear your browser cache/files and history. You can do this through the options/preferences in your browser. 9/11/15 - KFS has been upgraded to version 5.3. If you encounter any errors or need assistance please contact the UITS Help Center at x4357 and they will forward a Service Ticket to Finance Systems.

Transactions

Accounts Receivable
- Cash Control
- Customer Credit Memo
- Customer Invoice
- Customer Invoice Writeoff
- Customer Invoice Writeoff Lookup
- Payment Application

Budget Construction
- Budget Construction Selection

Financial Processing
- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Credit Card Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cash Adjustment

Custom Document Searches

Financial Transactions

Accounts Receivable
- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls
- Payment Applications

Capital Asset Management
- Asset Maintenance

Effort Certification
- Effort Certification

Financial Processing
- Disbursement Vouchers

Purchasing/Accounts Payable
- Electronic Invoice Rejects

Balance Inquiries

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

Labor Distribution
- Account Status (Base Funds)
- Account Status (Current Funds)
- Calculated Salary Foundation
- Employee Funding
- July 1 Position Funding
- Labor Ledger View
- Labor Ledger Pending Entry
- Position Inquiry
**Very Helpful Search Tools**

- **Wildcards** * or %
- **Between** ..
- **Greater than** >
- **Less than** <
- **Greater than/=** >=
- **Lesser than/=** <=
- **Pipe (join)** (located above right side Enter key, use Shift)
- **Magnifying Glass** 🔍

- *Not all can be used on all fields*
Balance Lookups - General

• Results can be downloaded into excel by clicking “spreadsheet”

• To see name of a consolidation, level, or object code, click on the underlined code

• Re-sort by clicking on the column heading

• To drill down into the detail, click on “drilldown,” or the underlined amounts
Balance Lookups - General, cont.

• Consolidation Option:
  ▫ Consolidation: does not show sub-accounts and sub-object codes detail
  ▫ Detail: provides detail on sub-accounts and sub-object codes
  ▫ Exclude Sub-Accounts: only includes balances where there is no sub-account

• Include Pending Ledger Entry:
  ▫ No – only posted entries
  ▫ Approved – posted and approved
  ▫ All – posted, approved, and pending
# Available Balances

## UConn Finance Systems

![Main Menu](image)

### Message Of The Day

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### Transactions

<table>
<thead>
<tr>
<th>Accounts Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Control</td>
</tr>
<tr>
<td>Customer Credit Memo</td>
</tr>
<tr>
<td>Customer Invoice</td>
</tr>
<tr>
<td>Customer Invoice Writeoff</td>
</tr>
<tr>
<td>Customer Invoice Writeoff Lookup</td>
</tr>
<tr>
<td>Payment Application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Construction Selection</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Deposit</td>
</tr>
<tr>
<td>Adjustment/Accrual Voucher</td>
</tr>
<tr>
<td>Budget Adjustment</td>
</tr>
<tr>
<td>Cash Receipt</td>
</tr>
<tr>
<td>Credit Card Receipt</td>
</tr>
<tr>
<td>Disbursement Voucher</td>
</tr>
<tr>
<td>Distribution of Income and Expense</td>
</tr>
<tr>
<td>General Error Correction</td>
</tr>
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</table>

### Custom Document Searches

<table>
<thead>
<tr>
<th>Financial Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
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<td>Customer Invoices</td>
</tr>
<tr>
<td>Customer Credit Memo</td>
</tr>
<tr>
<td>Customer Invoice Writeoffs</td>
</tr>
<tr>
<td>Cash Controls</td>
</tr>
<tr>
<td>Payment Applications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Asset Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Maintenance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effort Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort Certification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement Vouchers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchasing/Accounts Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Invoice Rejects</td>
</tr>
</tbody>
</table>

### Balance Inquiries

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

- **Labor Distribution**
  - Account Status (Base Funds)
  - Account Status (Current Funds)
  - Calculated Salary Foundation
  - Employee Funding
  - July 1 Position Funding
  - Labor Ledger View
  - Labor Ledger Pending Entry
  - Position Inquiry
Available Balances

Displays available balances by account, by object code

Includes assets, liabilities, fund balance, income and expense object codes

The available balance is displayed as ‘variance’

Use radio buttons to modify view:
- Include/Exclude Balance Sheet
- Include/Exclude Indirect Cost
- Include/Exclude Object Code Grouping (provides totals)

**Budget – Actuals – Encumbrances = Variance**
Available Balances

Will display:
- Account Number
- Sub-Account Number
- Object Code
- Sub-Object Code
- Budget Amount
- Actuals Amount
- Encumbrance Amount
- Variance (amount available)
- Total Fund Balance and Expense Available Balance if *Object Code Grouping* included
Available Balance Lookup

* Fiscal Year will default to current FY
* Chart Code is always UC
* Can be up to 12 accounts (use pipe between numbers)

Can use .. or < or > etc.

Object Code: >5999
Sub-Object Code:
Consolidation Option:
Include Pending Ledger Entry:
Transfers:
Balance Sheet:
Indirect Cost:
Object Code Grouping:
Available Balances - Results

Clicking on an amount will show a General Ledger Balance Lookup.

Clicking on an object code number will show you the name of the object code.

Click on a column heading to sort by that column’s values.

<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>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td><em>ALL</em></td>
<td>5000</td>
<td><em>ALL</em></td>
<td>12,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12,000.00</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td><em>ALL</em></td>
<td>5230</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>0.22</td>
<td>0.00</td>
<td>(0.22)</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td><em>ALL</em></td>
<td>5235</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>2.72</td>
<td>0.00</td>
<td>(2.72)</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td><em>ALL</em></td>
<td>5601</td>
<td><em>ALL</em></td>
<td>9,914.89</td>
<td>0.00</td>
<td>9,914.89</td>
<td>0.00</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td><em>ALL</em></td>
<td>5616</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>1,125.00</td>
<td>0.00</td>
<td>(1,125.00)</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td><em>ALL</em></td>
<td>5635</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>347.42</td>
<td>0.00</td>
<td>(347.42)</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td><em>ALL</em></td>
<td>5775</td>
<td><em>ALL</em></td>
<td>225.01</td>
<td>375.24</td>
<td>75.00</td>
<td>(226.23)</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td><em>ALL</em></td>
<td>5870</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>71.56</td>
<td>0.00</td>
<td>(71.56)</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML
General Ledger Balance Lookup from Drilldown

Clicking on an amount will show a General Ledger Entry Lookup.

<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 Amount</th>
<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td><em>ALL</em></td>
<td>6635</td>
<td><em>ALL</em></td>
<td>AC</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>141.19</td>
<td>October</td>
<td>0.00</td>
<td>January</td>
<td>0.00</td>
<td>April</td>
<td>0.00</td>
<td>May</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>May</td>
<td>0.00</td>
<td>June</td>
<td>0.00</td>
</tr>
<tr>
<td>September</td>
<td>206.23</td>
<td>December</td>
<td>0.00</td>
<td>March</td>
<td>0.00</td>
<td>June</td>
<td>0.00</td>
<td>Year End</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Export options: **CSV | spreadsheet | XML**
General Ledger **Entry** Lookup from Drilldown

<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>Fiscal Period</th>
<th>Document Type</th>
<th>Origin Code</th>
<th>Document Number</th>
<th>Transaction Ledger Entry Description</th>
<th>Transaction Ledger Entry Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td>------</td>
<td>6635</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>SB</td>
<td>01</td>
<td>1635178</td>
<td>H4025 BW 171</td>
<td>1.54</td>
<td>09/04/2015</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td>------</td>
<td>6635</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>SB</td>
<td>01</td>
<td>1635178</td>
<td>H4025 CL 523</td>
<td>57.53</td>
<td>09/04/2015</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td>------</td>
<td>6635</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>SB</td>
<td>01</td>
<td>1635178</td>
<td>LASERJET 2430N BW 365</td>
<td>3.29</td>
<td>09/04/2015</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td>------</td>
<td>6635</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>SB</td>
<td>01</td>
<td>1635178</td>
<td>5875 FDC 1</td>
<td>125.00</td>
<td>09/04/2015</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922570</td>
<td>------</td>
<td>6635</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>SB</td>
<td>01</td>
<td>1635178</td>
<td>5875 BW 3774</td>
<td>18.87</td>
<td>09/04/2015</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML

Clicking on the eDoc number will open up that eDoc.
Many 4-ledger accounts require that the Fund Balance and the Expense Available Balance are the same. This is the one place in KFS where you can see both numbers simultaneously.
Available Balance - Exercise

- Do an Available Balance Lookup on an account
- Expand the results by choosing “All” in the Include Pending Ledger Entry field.
- Click on an object code number to see the description
- Sort columns by clicking on various column headings
Balances By Consolidation
Balances By Consolidation

Displays the total income and total expenses on an account, rolled up a consolidation code.

Will display:

- Account Number
- Sub-Account Number
- Reporting Sort Code
- Consolidation Code
- Lookup by Level
- Budget Amount
- Actuals Amount
- Encumbrance Amount
- Variance (Amount available)
KFS Object Code Structure

**REVN**
Revenue

**GENX**
General Expense

**SUPP**
Supplies

**TUIT**
Tuition

**SERV**
Services

- **4110** Undergrad Tuition – In State
- **4120** Grad Tuition – In State
- **6634** Photocopying
- **6660** IT Physical Hardware Maintenance
- **6775** Office Supplies
- **6830** Educational Supplies

**Level**

Consolidation
Balances By Consolidation Lookup

Clicking on Drill Down will show balances by level.

Consolidations

Total of Income Consolidations

Total of Expense Consolidations

Consolidations

Total of Income

Consolidations

Total of Expense

Consolidations
Balances By Level Lookup - From Drilldown

Clicking on Drill Down will show balances by object code.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Consolidation Code</th>
<th>Level Code</th>
<th>Lookup By Object</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
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</thead>
<tbody>
<tr>
<td>2015</td>
<td>UC</td>
<td>3122460</td>
<td><em>ALL</em></td>
<td>GENX</td>
<td>DUES</td>
<td>Drill Down</td>
<td>800.00</td>
<td>0.00</td>
<td>0.00</td>
<td>800.00</td>
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<tr>
<td>2015</td>
<td>UC</td>
<td>3122460</td>
<td><em>ALL</em></td>
<td>GENX</td>
<td>SUBS</td>
<td>Drill Down</td>
<td>1,440.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,440.00</td>
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<tr>
<td>2015</td>
<td>UC</td>
<td>3122460</td>
<td><em>ALL</em></td>
<td>GENX</td>
<td>FEES</td>
<td>Drill Down</td>
<td>7,000.00</td>
<td>384.36</td>
<td>0.00</td>
<td>6,615.64</td>
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<tr>
<td>2015</td>
<td>UC</td>
<td>3122460</td>
<td><em>ALL</em></td>
<td>GENX</td>
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<td>Drill Down</td>
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<td>35,341.36</td>
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<td>95,985.69</td>
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<tr>
<td>2015</td>
<td>UC</td>
<td>3122460</td>
<td><em>ALL</em></td>
<td>GENX</td>
<td>SUPP</td>
<td>Drill Down</td>
<td>40,400.50</td>
<td>19,809.94</td>
<td>16,144.41</td>
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</tr>
<tr>
<td>2015</td>
<td>UC</td>
<td>3122460</td>
<td><em>ALL</em></td>
<td>GENX</td>
<td>TELE</td>
<td>Drill Down</td>
<td>13,500.00</td>
<td>2,364.54</td>
<td>0.00</td>
<td>11,135.46</td>
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<td>EONC</td>
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<td>1,400.00</td>
<td>0.00</td>
<td>1,228.92</td>
<td>171.08</td>
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Balances By Object Lookup from Drilldown

Clicking on an amount will show a General Ledger Balance Lookup.

<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>Level Code</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
<th>See Pending Entry</th>
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<td>6710</td>
<td>SUPP</td>
<td>0.50</td>
<td>0.00</td>
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<td>(407.90)</td>
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<td>(4,975.00)</td>
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<td>7,072.00</td>
<td>2,758.00</td>
<td>(9,830.00)</td>
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<td>245.00</td>
<td>0.00</td>
<td>(245.00)</td>
<td>Drill Down</td>
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</tbody>
</table>
General Ledger Balance Lookup from Drilldown

Clicking on an amount will show a General Ledger Entry Lookup.
General Ledger Entry Lookup from Drilldown

Clicking on the eDoc number will open up that eDoc.
Balances by Consolidation Exercise

- Do a lookup on an account.
- From the inquiry results, drill down all the way into an eDoc. (Avoid SB type)
Cash Balances Lookup

UConn Finance Systems

Main Menu – Maintenance – Administration

Message Of The Day
9/14/15 - If you are experiencing issues with the formatting of the KFS screens, it is necessary to clear your browser cache/files and history. You can do this through the options/preferences in your browser. 9/11/15 - KFS has been upgraded to version 5.3. If you encounter any errors or need assistance please contact the UITS Help Center at x4357 and they will forward a Service Ticket to Finance Systems.

Transactions
- Accounts Receivable
  - Cash Control
  - Customer Credit Memo
  - Customer Invoice
  - Customer Invoice Writeoff
  - Customer Invoice Writeoff Lookup
  - Payment Application
- Budget Construction
  - Budget Construction Selection
- Financial Processing
  - Advance Deposit
  - Adjustment/Accrual Voucher
  - Budget Adjustment
  - Cash Receipt
  - Credit Card Receipt
  - Disbursement Voucher
  - Distribution of Income and Expense
  - General Error Correction
  - Predicated Cash Adjustment

Custom Document Searches
- Financial Transactions
- Accounts Receivable
- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls
- Payment Applications
- Capital Asset Management
- Asset Maintenance
- Effort Certification
- Effort Certification
- Financial Processing
- Disbursement Vouchers
- Purchasing/Accounts Payable
- Electronic Invoice Rejects

Balance Inquiries
- General Ledger
  - Available Balances
  - Balances by Consolidation
  - Cash Balances
  - Current Account Balances
  - General Ledger Balance
  - General Ledger Entry
  - General Ledger Pending Entry
  - Open Encumbrances
- Labor Distribution
  - Account Status (Base Funds)
  - Account Status (Current Funds)
  - Calculated Salary Foundation
  - Employee Funding
  - July 1 Position Funding
  - Labor Ledger View
  - Labor Ledger Pending Entry
  - Position Inquiry
Cash Balances Lookup

Displays the cash balance in an account

Will display:

- Account Number
- Object Code 1100 “Cash”
- Beginning Balance
- Contracts Grants Beginning Balance Amount
- Account Line Annual Balance Amount
- Available Cash Balance
Cash Balance Lookup

Use the “Pipe” | between account numbers will provide cash balances for up to 12 accounts at one time.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>3122420</td>
<td>“ALL”</td>
<td>1100</td>
<td>“ALL”</td>
<td>1,018,827.51</td>
<td>0.00</td>
<td>(758,807.05)</td>
<td>260,020.46</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML
Cash Balance Lookup - Exercise

- Do a Cash Balance Inquiry on a 3-ledger or a 4-ledger account, if any.

- Do the same inquiry on 2 accounts at the same time (use pipe), if any.
Current Account Balances
This inquiry displays either one account, or several accounts at once by Organization Code, Fiscal Officer, Account Supervisor, and/or Account Manager.
Budgeted accounts will show Current Budget, Total Income, Total Expense, Encumbrances, and Budget Available Balance.
Current Account Balances - “No Budget” Accounts

Accounts with a Budget Record Level Code of “N” for “No Budget” will calculate a Cash Expenditure Authority (Current Fund Balance minus Encumbrances).

These accounts will not allow budget transactions. (Not currently used often at UConn).
Current Account Balances - “No Budget” Accounts

“No Budget” accounts will show:
- Beginning Fund Balance
- Beginning Current Assets
- Beginning Current Liabilities
- Total Income
- Total Expense
- Encumbrances
- Cash Expenditure Authority
- Current Fund Balance
General Ledger Balance

UConn Finance Systems

Main Menu
Maintenance
Administration

Action list
Doc search

Message Of The Day
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Transactions
Accounts Receivable
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- Customer Invoice Writeoff Lookup
- Payment Application
Budget Construction
- Budget Construction Selection
Financial Processing
- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Credit Card Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- General Ledger Adjustment

Custom Document Searches
Financial Transactions
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- Employee Funding
- July 1 Position Funding
- Labor Ledger View
- Labor Ledger Pending Entry
- Position Inquiry
General Ledger Balance

*Displays all object codes in an account(s) (Month-by-Month); Using the Drill Down capability, all transactions can be displayed.*

**Includes:**

- 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
Balance Type Codes

- AC = Actuals
- BB = Adjusted Base Budget
- CB = Current Budget (Budget with adjustments/revised)
- CE = Cost Share Encumbrances
- EX = External Encumbrances (obligations to pay vendors outside UConn)
- IE = Internal Encumbrances (includes payroll)
- MB = Monthly Budget
- NB = Close Nominal Balance (year-end process to close balances to fund balance)
- PE = Pre-Encumbrance
- TR = Transfers
Object Type Codes

- AS = Asset
- CH = Cash Not Income
- EE = Expenditure Not Expense (Capital purchases)
- ES = Expense Not Expenditure (Depreciation)
- EX = Expense Expenditure (General expense, payroll)
- FB = Fund Balance
- IC = Income Not Cash (Gifts)
- IN = Income – Cash
- LI = Liability
- TE = Transfer of Funds – Expense
- TI = Transfer of Funds - Income
General Ledger Balance Lookup

- Balance Type will default to AC – leave it blank to retrieve all balance types by object code.

- The object codes can be limited by using < or > or .., etc.
GL Balance Lookup - Results

Clicking on an amount will show a General Ledger Entry Lookup.
General Ledger **Entry** Lookup from Drilldown

Clicking on the eDoc number will open up that eDoc.
Choosing “Accumulate” will show the accumulative total year-to-date.
General Ledger Balance Lookup Exercise

- Do a General Ledger Balance Lookup on an account.

- After you get the results, choose “Accumulate” in the Amount View Option.
## General Ledger Entry

### UConn Finance Systems

#### Main Menu
- My KFS
- Maintenance
- Administration

#### Message of the Day
- **9/14/15** - If you are experiencing issues with the formatting of the KFS screens, it is necessary to clear your browser cache/files and history. You can do this through the options/preferences in your browser. **9/11/15** - KFS has been upgraded to version 5.3. If you encounter any errors or need assistance please contact the UITS Help Center at x4357 and they will forward a Service Ticket to Finance Systems.

### Transactions
- **Accounts Receivable**
  - Cash Control
  - Customer Credit Memo
  - Customer Invoice
  - Customer Invoice Writeoff
  - Customer Invoice Writeoff Lookup
  - Payment Application
- **Budget Construction**
  - Budget Construction Selection
- **Financial Processing**
  - Advance Deposit
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  - Budget Adjustment
  - Cash Receipt
  - Credit Card Receipt
  - Disbursement Voucher
  - Distribution of Income and Expense
  - General Error Correction

### Custom Document Searches
- **Financial Transactions**
  - Accounts Receivable
  - Customer Invoices
  - Customer Credit Memos
  - Customer Invoice Writeoffs
  - Cash Controls
  - Payment Applications
- **Capital Asset Management**
  - Asset Maintenance
- **Effort Certification**
  - Effort Certification
- **Financial Processing**
  - Disbursement Vouchers
- **Purchasing/Accounts Payable**
  - Electronic Invoice Rejects

### Balance Inquiries
- **General Ledger**
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  - General Ledger Pending Entry
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  - Account Status (Base Funds)
  - Account Status (Current Funds)
  - Calculated Salary Foundation
  - Employee Funding
  - July 1 Position Funding
  - Labor Ledger View
  - Labor Ledger Pending Entry
  - Position Inquiry
General Ledger Entry

Displays entries to an account(s).

Includes:

- Fiscal Year
- Chart Code
- Account Number
- Sub-Account Number
- Object Code
- Sub-Object Code
- Balance Type Code
- Object Type Code
- Fiscal Period
- 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
- Pending Entry Approved Indicator
No required entries? Not true! FY, Chart, Account and Fiscal Period must be specified

For more than one Fiscal Period, type 01..03 or <=05 or % for example
(Fiscal periods: July = 01, August = 02, etc.)

Several other search criteria can be used (Document Number, Origin Code, etc.)
## General Ledger Entry - results

<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>Type Code</th>
<th>Fiscal Period</th>
<th>Document Type</th>
<th>Document Number</th>
<th>Transaction Ledger Entry Description</th>
<th>Transaction Ledger Entry Amount</th>
<th>Transaction Date</th>
<th>Organization Document Number</th>
<th>Project Code</th>
<th>Org Refer</th>
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<td>09/16/2015</td>
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<td>----------</td>
</tr>
</tbody>
</table>
To eliminate cash and other balance sheet offsets, type >3999 in Object Code field.
“Exclude” will show transactions as increases and decreases to normal balances. Will show as +/- (Not necessarily debit/credit!)
“Include” will show all transactions as a positive number, and the Debit/Credit indicator is in the next column.

<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>Fiscal Period</th>
<th>Document Type</th>
<th>Origin Code</th>
<th>Document Number</th>
<th>Transaction Ledger Entry Description</th>
<th>Transaction Ledger Entry Amount</th>
<th>Debit Credit Code</th>
<th>Transaction Date</th>
<th>Organization Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>UC</td>
<td>3147700</td>
<td>------</td>
<td>8306</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>DI</td>
<td>01</td>
<td>1654247</td>
<td>Ipad Air for STU</td>
<td>579.00</td>
<td>C</td>
<td>09/16/2015</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>3147700</td>
<td>------</td>
<td>8306</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>DI</td>
<td>01</td>
<td>1654946</td>
<td>Desktops for RSL</td>
<td>2,759.02</td>
<td>C</td>
<td>09/17/2015</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>3147700</td>
<td>------</td>
<td>8306</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>DI</td>
<td>01</td>
<td>1700028</td>
<td>Latitude Laptop for RSL</td>
<td>5,340.00</td>
<td>C</td>
<td>09/20/2015</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>3147700</td>
<td>------</td>
<td>8306</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>PREQ</td>
<td>01</td>
<td>1634701</td>
<td>Dell Marketing LP</td>
<td>2,587.03</td>
<td>D</td>
<td>09/04/2015</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>3147700</td>
<td>------</td>
<td>8306</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
<td>03</td>
<td>PREQ</td>
<td>01</td>
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<td>09/09/2015</td>
<td></td>
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<tr>
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<td>------</td>
<td>8306</td>
<td>---</td>
<td>AC</td>
<td>EX</td>
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<td>PREQ</td>
<td>01</td>
<td>1657125</td>
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<td>D</td>
<td>09/15/2015</td>
<td></td>
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</table>
Can drill down into the detail behind payroll transactions by clicking on the document number.
### GL Entry- Drilldown into Labor Ledger (cont.)

<table>
<thead>
<tr>
<th>Year</th>
<th>Fiscal Period</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>03</td>
<td>UC</td>
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<td>-----</td>
<td>5240</td>
<td>---</td>
</tr>
</tbody>
</table>

2 items retrieved, displaying all items.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Position Number</th>
<th>Earn Code</th>
<th>Total Hours</th>
<th>Pay Period End Date</th>
<th>Transaction Ledger Entry Description</th>
<th>Project Code</th>
<th>Organization Reference ID</th>
<th>Organization Document Number</th>
<th>Document Type</th>
<th>Origin Code</th>
<th>Document Number</th>
<th>Balance Type Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jadovich, Matthew D</td>
<td>UHJ65845</td>
<td></td>
<td>665.00</td>
<td>08/20/2015</td>
<td>PPE_08/20/2015</td>
<td></td>
<td></td>
<td></td>
<td>PAYR</td>
<td>EX</td>
<td>PR</td>
<td>AC</td>
</tr>
<tr>
<td>LaCalfa, Nicholas F</td>
<td>UHJ65845</td>
<td></td>
<td>604.50</td>
<td>08/20/2015</td>
<td>PPE_08/20/2015</td>
<td></td>
<td></td>
<td></td>
<td>PAYR</td>
<td>EX</td>
<td>PR</td>
<td>AC</td>
</tr>
</tbody>
</table>

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)
General Ledger Entry Exercise

• Do a General Ledger Entry Lookup on an account

• After getting results, enter \( >= 4000 \) in the Object Code Field to limit results to income and expense.

• Drill down into the Labor Ledger detail of a transaction (object codes 5xxx)
General Ledger Pending Entry
General Ledger Pending Entry

Displays pending entries to an account(s) by account and object code.

Includes:

- Fiscal Year
- Chart Code
- Account Number
- Sub-Account Number
- Object Code
- Sub-Object Code
- Balance Type Code
- Object Type Code
- Fiscal Period
- Document Type
- Origin Code
- Document Number
- Transaction Ledger Entry Description
- Transaction Ledger Entry Amount
- Debit / Credit Code
- Transaction Date
- Organization Document Number
- Project Code
Use this search option to view entries that have been approved today, or documents that are in process.
Open Encumbrances

*Provides information on encumbrances*

Includes:

- Fiscal Year
- Chart Code
- Account Number
- Sub-Account Number
- Object Code
- Sub-object Code
- Balance Type
- Document Type
- Origin Code
- Document Number
- Description
- Open Amount
- Closed Amount
- Outstanding Amount
- Transaction Date
Open Encumbrances

Required fields include: Fiscal Year, Chart Code, and Account Number, OR Fiscal Year and Document Number.

No required fields = not true!

The exclusion of zeroed-out encumbrances is the default. May also choose to include all encumbrances.
Open Encumbrances - Results

7 items retrieved, displaying all items.

<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</th>
<th>Document Type</th>
<th>Origin Code</th>
<th>Document Number</th>
<th>Description</th>
<th>Open Amount</th>
<th>Closed Amount</th>
<th>Outstanding Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922550</td>
<td>-----</td>
<td>6525</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
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<td>57255</td>
<td>Poland Spring Water</td>
<td>52.50</td>
<td>0.00</td>
<td>52.50</td>
<td>06/30/2015</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922550</td>
<td>-----</td>
<td>6525</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
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<td>94861</td>
<td>Nestle Waters North America Inc</td>
<td>42.00</td>
<td>0.00</td>
<td>42.00</td>
<td>09/01/2015</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922550</td>
<td>-----</td>
<td>6601</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>70201</td>
<td>A&amp;A Office Systems Inc</td>
<td>344.95</td>
<td>0.00</td>
<td>344.95</td>
<td>06/30/2015</td>
</tr>
<tr>
<td>2016</td>
<td>UC</td>
<td>2922550</td>
<td>-----</td>
<td>6601</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
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<td>A&amp;A Office Systems Inc</td>
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<td>66.89</td>
<td>354.52</td>
<td>06/30/2015</td>
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<tr>
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<td>6670</td>
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<tr>
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<td>6760</td>
<td>---</td>
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<td>0.00</td>
<td>505.00</td>
<td>09/01/2015</td>
</tr>
<tr>
<td>2016</td>
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<td>2922550</td>
<td>-----</td>
<td>6845</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
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<td>53.62</td>
<td>0.00</td>
<td>53.62</td>
<td>06/30/2015</td>
</tr>
</tbody>
</table>

Drill-down capability is not available on this inquiry.

Export options: CSV | spreadsheet | XML
Open Encumbrances Lookup - Exercise

• Do an Open Encumbrance Lookup on an account.

• Repeat, but include the Zeroed Out Encumbrances.
KFS Payroll Data

New: Genesys to KFS

Genesys (Payroll System)

KFS Labor Ledger: Detailed Payroll Data

KFS Account Detail: Summarized Payroll Data

Account Status (Current Funds) Inquiry
Labor Ledger Inquiries

- **Account Status (Current Funds):** This lookup is performed at the account level. Lists all employees charged to a particular account.

- **Employee Funding:** This lookup is performed at the employee number level. Lists all accounts and amounts for a particular employee. No drill-down available.

- **Labor Ledger View:** This lookup is also performed at the employee number level. Lists all accounts and amounts for a particular employee. It also displays the amount information by month and has drill-down capabilities.
Need Help?

- KFS Drop-in Center Budds Room 216
  (contact Annette for an appointment)
- Annette Pavone 860-486-2934
- www.financesystems.uconn.edu:
  - Learning Tools
    - Balance Inquiries Quick Reference
    - Balance Inquiries Radio Buttons
    - eDoc Short Names
  - Training ~ Video
    - eDoc Searches