



UNIVERSITY OF HAWAII

**General Ledger
Balance Inquiries
User Guide**

Fiscal Services Office

June 2019

Table of Contents

General Ledger Balance Inquiries Overview	3
GL Inquiries: Basic Information	4
Entering Lookup Criteria	4
Consolidation Option	4
Include or Exclude Pending Ledger Entries	4
Debit/Credit View	5
Drilldowns	5
Available Balances	8
Balances by Consolidation	9
Cash Balances	10
Current Account Balances	11
General Ledger Balance	13
General Ledger Entry	15
General Ledger Pending Entry	17
Open Encumbrances	18

General Ledger Balance Inquiries Overview

Users may access a number of General Ledger (GL) balance inquiries that retrieve budgets, pending entries, actual amounts posted and other transactional data within the GL. These inquiries are available in the Main Menu tab, Balance Inquiries menu group.

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

All inquiries allow the user to include pending entries generated by documents created in the Kuali Financial System (KFS) that have not yet posted to the GL and export the inquiry results to a CSV (comma separated values), spreadsheet (Excel), or XML file.

Some inquiries provide drilldown functionality that allows the user to click on a summary balance link and view the transaction details or KFS source document that make up the total amount.

GL Inquiry	Displays	Drill down?	Notes
Available Balances	Cumulative balances by object code, provides budget, actuals, encumbrance and variance (remaining budget) totals.	Y	Expense Variance=Budget-Actuals-Encumbrances Revenue Variance=Actuals-Budget
Balances by Consolidation	Balances summarized at the Consolidation Object and Total Income and Total Expense levels. Provides budget, actuals, encumbrance and variance (remaining budget) totals.	Y	Drill down within the Consolidation Object level allows the user to view the transaction details or KFS source document.
Cash Balances	Beginning, year-to-date (Account Line Annual Balance) and available cash balances for object code 8100 (cash). Designed for departments concerned with their cash balances.	N	Contracts and Grants Beginning Balance Amount will always be zero since cash balances are reflected in the Beginning Balance Line Amount.
Current Account Balances	Budget available, cash expenditure authority and current fund balance depending on the budget record level on the account.	N	Budget Record Level N displays Cash Expenditure Authority and Current Fund Balance. All other Levels display Budget Available Balance for Expense Object Codes.
General Ledger Balance	Beginning (and Contracts & Grants beginning), annual and monthly (fiscal period) balances by object code. Includes all object types: Income, Expense, Asset, Liability and Fund Balance.	Y	Displayed as positive or negative amounts depending on the Object Type Debit Credit Code. Drill down to transaction does not display debit/credit codes.
General Ledger Entry	Individual transactions that make up the account balance.	Y	Same transactions displayed by drilling down into the General Ledger Balance but provides an option to include the debit/credit codes.
General Ledger Pending Entry	Individual transactions that have not yet posted to the general ledger. Can display transactions for Approved or All (approved/enroute/saved) KFS eDocs.	Y	Does not include pending entries for ST eDoc created in Labor Distribution module.
Open Encumbrances	Detail for encumbrance balances.	N	Provides option to Include or Exclude Zeroed Out Encumbrances.

GL Inquiries: Basic Information

Entering Lookup Criteria

After you select the desired inquiry, you are taken to the lookup criteria screen. The lookup criteria vary for each inquiry and may display some default values, which you may change. Refer to the specific inquiry for additional information regarding the respective lookup criteria.

- All inquiries display the current fiscal year as the default value for Fiscal Year.
- Required fields are denoted with an asterisk (*).
 - Generally, at a minimum, the required fields should be completed to perform a successful search.
 - If a field is not required, the field may be left blank or default value may be removed to return all values.
- Criteria may be manually entered or selected from the respective lookup.
- Wildcards can be used to search for and return matching field data. Refer to the Search Criteria Quick Reference Guide or Using Wildcards to Conduct a Search in the Financial Systems Training Tab Fundamentals/Introduction section for more information.

The following is an example of the lookup criteria screen for the General Ledger Balance Lookup.

kuali
financial systems®

Help Resources
6.0.1.0.1-SNAPSHOT (Oracle9i)

Main Menu Maintenance Administration

action list doc search Logged in User: echun Logout

General Ledger Balance Lookup ?

* Fiscal Year: 2019

* Chart Code:

* 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

Debit/Credit View: ☒ Include ☐ Exclude

search clear cancel

Consolidation Option

Many of the inquiries provide the option to view balances in a consolidated or detailed view. The consolidation view options available for the specified chart and account number are as follows:

- **Consolidation** (default view) displays an aggregate total for all sub-accounts.
- **Detail** displays the balances for each sub-account number and sub-object code.
- **Exclude Sub-Accounts** display balances that exclude activity associated with sub-accounts.

Include or Exclude Pending Ledger Entries

All inquiries allow you to include or exclude pending general ledger entries. These entries have been generated by KFS eDocs but have not yet been posted through the GL batch process. General ledger entries are considered pending until the document is fully approved and the entries are posted to the GL.

Note: Labor Ledger pending entries from Salary Transfer (ST) eDocs are not included because the transactions are first posted in the Labor Ledger then consolidated entries are posted in the GL during the nightly batch process.

Include Pending Ledger Entry options:

- **No** (default option) - Excludes pending ledger entries.
- **Approved** - Includes pending ledger entries for documents that have been approved (documents that have reached Processed or Final status).
- **All** - Includes pending ledger entries for documents in Saved, Enroute, Processed or Final status.
 - **Important Note:** Including All pending ledger entries can generate misleading results because saved documents may contain incomplete or unbalanced accounting entries and unapproved entries may drastically change prior to actual posting or may not post at all if the document is disapproved or canceled.

Debit/Credit View

Several of the inquiries provide the option to display or not display the debit or credit code assigned to the accounting entries. The debit or credit code and the object type natural classification determine the increase or decrease in the object code normal balance.

- **Include** (default view) – Debit or credit code is displayed in the Debit Credit Code column. All transaction ledger entry amounts are reflected as positive values.
- **Exclude** – Debit Credit Code column is not displayed and amounts are reflected as positive or negative values to indicate increase or decrease in the normal balance.

Drilldowns

The General Ledger Balance Inquiries display initial balances at different levels of aggregation. Some inquiries link to other General Ledger Inquiries/Lookups to display the details of the balance if a Drill Down link is available. You may also drill down on other attributes (e.g. document number) if a hyperlink is available. Items that are underlined indicate a Drill Down hyperlink.

Note: Drill down to the actual document is limited to eDocs created in KFS (Origin Code=01) that include a hyperlink.

The following table lists the data and lookups that can be accessed by each inquiry. The first check mark for each inquiry indicates the initial balance aggregation level that is displayed.

GL Inquiry	Balances By Consolidation	Balances By Level	Balances By Object	General Ledger Balance Lookup	General Ledger Entry Lookup	General Ledger Pending Entry Lookup	KFS Document (Origin 01)
Available Balances				√	√		√
Balances by Consolidation	√	√	√	√	√	√	√
Cash Balances	Lists cash balances only (no drilldown)						
Current Account Balances	Lists budget available, cash expenditure authority and current fund balances (no drilldown)						
General Ledger Balance				√	√		√
General Ledger Entry					√		√
General Ledger Pending Entry						√	√
Open Encumbrance	Lists encumbrance balance amounts only (no drilldown)						

Balances By Consolidation - Initial display level for the Balances by Consolidation, displays balances aggregated by Consolidation Code-Highest level grouping of object codes for reporting, attribute of the Level Code assigned to the object code. Further Drill Down by Level is provided.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2019	MA	2014000	*ALL*	B	SERV	Drill Down	100.00	80.00	(80.00)	100.00
2019	MA	2014000	*ALL*	B	SUPP	Drill Down	50.00	50.00	0.00	0.00
2019	MA	2014000	*ALL*	B	OEXP	Drill Down	200.00	0.00	126.00	74.00

Balances By Level - Click on the Drill Down link to view the balances aggregated by the Level Codes associated with the Consolidation Code. The following displays the balances for Level Code SUPL associated with Consolidation Code SUPP. Further Drill Down by Object Code is provided.

Balances By Level Lookup ?										
One item retrieved.										
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Consolidation Code	Level Code	Lookup By Object	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2019	MA	2014000	*ALL*	SUPP	SUPL	Drill Down	50.00	50.00	0.00	0.00

Balances by Object - Click on the Drill Down link to view the balances aggregated by the object codes with the respective Level Code attribute. The following displays the balances for object code 3015 with Level Code attribute SUPL. Hyperlinks for the General Ledger (GL) Balance Amounts and Drill Down to the pending entries are provided-see General Ledger Pending Entry Lookup below.

Balances By Object Lookup ?										
One item retrieved.										
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Level Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance	See Pending Entry
2019	MA	2014000	*ALL*	3015	SUPL	50.00	50.00	0.00	0.00	Drill Down

General Ledger Balance Lookup - Click on the dollar Amount hyperlink to display the GL balances by month. The following displays the GL Balances for Actuals Amount of \$50.00 with hyperlinks on the dollar amounts. The Available Balances and General Ledger Balance inquiries also provide hyperlinks for the GL Balance Amounts.

General Ledger Balance Lookup ?

[View Accumulate Amount](#)

One item retrieved.

<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Balance Type Code</u>	<u>Object Type Code</u>	<u>Beginning Balance Line Amount</u>	<u>Contracts Grants Beginning Balance Amount</u>	<u>Account Line Annual Balance Amount</u>																																
2019	MA	2014000	*ALL*	3015	*ALL*	AC	*ALL*	0.00	0.00	50.00																																
<table><tr><td>July</td><td>0.00</td><td>October</td><td>50.00</td><td>January</td><td>0.00</td><td>April</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></tr><tr><td>September</td><td>0.00</td><td>December</td><td>0.00</td><td>March</td><td>0.00</td><td>June</td><td>0.00</td></tr><tr><td colspan="6"></td><td>Year End</td><td>0.00</td></tr></table>											July	0.00	October	50.00	January	0.00	April	0.00	August	0.00	November	0.00	February	0.00	May	0.00	September	0.00	December	0.00	March	0.00	June	0.00							Year End	0.00
July	0.00	October	50.00	January	0.00	April	0.00																																			
August	0.00	November	0.00	February	0.00	May	0.00																																			
September	0.00	December	0.00	March	0.00	June	0.00																																			
						Year End	0.00																																			

General Ledger Entry Lookup - Click on the dollar amount hyperlink to display the GL entries that make up the total. The GL entry that makes up the October Amount of \$50.00 is displayed below. Hyperlink on the Document Number 3240850 (Origin Code 01) is provided.

General Ledger Entry Lookup ?													
One item retrieved.													
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
2019	MA	2014000	----	3015	---	AC	EX	04	IB	01	3240850	075-PE 3240844 Waikiki Aquarium	50.00
												Transaction Date	10/23/2018

General Ledger Pending Entry Lookup - Click on the See Pending Entry Drill Down link in the **Balances by Object Lookup** to view pending ledger entries. Hyperlink on Document Number 4176258 (Origin Code 01) is provided.

General Ledger Pending Entry Lookup ?													
One item retrieved.													
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Ledger Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount
2019	MA	2014000	----	3015	---	AC	EX	09	IB	01	4176258	075-PE 3240845 Waikiki Aquarium	100.00
												Transaction Date	03/14/2019

KFS Document (Origin 01) - Click on the Document Number hyperlink to display the actual document related to the general ledger entry. The Internal Billing document number 3240850 is displayed below.

Internal Billing ?

Doc Nbr: 3240850

Status: FINAL

Initiator: echun

Created: 04:10 PM 10/23/2018

expand all

collapse all

* required field

Document Overview

hide

Document Overview

* Description:

075-PE 3240844 Waikiki Aquarium

Organization Document Number:

Explanation:

Reimburse Chemistry Stockroom for materials & supplies- Waikiki Aquarium lab

Financial Document Detail

Total Amount: 50.00

Accounting Lines

hide

Accounting Lines ?

hide detail

Income

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MA UH-Manoa	2258752 TFSP-CHEMISTRY UGRAD INSTRUCTION		3015 OPER SUPP, SCIENTIFIC				50.00	
Line Description									
									Total: 50.00

Expense

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MA UH-Manoa	2014000 AQUARIUM SPECIAL FUND		3015 OPER SUPP, SCIENTIFIC				50.00	
Line Description									
									Total: 50.00

Items

show

Accounting Lines for Profit Center

show

Route Log

hide

Route Log

refresh

ID: 3240850

hide

Title

Internal Billing - 075-PE 3240844 Waikiki Aquarium

Type

Internal Billing

Created

04:10 PM 10/23/2018

Initiator

Chun, Elaine

Last Modified

04:15 PM 10/23/2018

Route Status

FINAL

Last Approved

04:15 PM 10/23/2018

Node(s)

SubFund

Finalized

04:15 PM 10/23/2018

Actions Taken

hide

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Chun, Elaine		04:13 PM 10/23/2018	
show	COMPLETED	Chun, Elaine		04:13 PM 10/23/2018	
show	APPROVED	Apo, Byron		04:15 PM 10/23/2018	

Future Action Requests

show

Log Action Message

show

Available Balances

The Available Balances inquiry displays the cumulative budget, actuals, encumbrance and variance (remaining budget) balances for an account by object code for all object types (Income, Expense, Assets, Liabilities and Fund Balance). Drilldown functionality is available for this inquiry. Refer to the GL Inquiries: Basic Information, Drilldowns section for more information.

Available Balances Lookup ?

* Fiscal Year:	2019
* Chart Code:	MA
* Account Number:	2014000
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
Debit/Credit View:	<input checked="" type="radio"/> Include <input type="radio"/> Exclude

search clear cancel

4 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2019	MA	2014000	----	3015	---	50.00	50.00	0.00	0.00
2019	MA	2014000	----	3910	---	100.00	80.00	(80.00)	100.00
2019	MA	2014000	----	7216	---	200.00	0.00	126.00	74.00
2019	MA	2014000	----	8100	---	0.00	(130.00)	0.00	(130.00)

Lookup Criteria

- **Fiscal Year – (Required)** Enter or select the Fiscal Year from the Fiscal Year lookup. Defaults to the current Fiscal Year.
- **Chart Code – (Required)** Enter or select the Chart code from the Chart Code lookup.
- **Account Number – (Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account Number – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object Code – (Optional)** Enter the object code or search for it from the Object Code lookup.
- **Sub-Object Code – (Optional)** Enter the sub-object code or search for it from the Sub-Object Code lookup.
- **Consolidation Option – (Optional)** Select the desired balance view. **
- **Include Pending Ledger Entry –** Default option=No. **
- **Debit/Credit View –** Default view=Include. **

**Refer to the GL Inquiries: Basic Information section for more information.

Search Results

- **Budget Amount** – Current Budget (Balance Type CB) balance.
- **Actuals Amount** – Actual (Balance Type AC) Expense, Income, Asset, Liability or Fund Balance amount.
- **Encumbrance Amount** – Encumbrance (Balance Types EX-External-PO or PE-Pre-Encumbrance) balance. All other encumbrance balance types are currently not used.
- **Variance** – Budget available balance.
The variance for the commonly used object types and related basic accounting categories are calculated as follows:
 - Expense (Object Type EE,EX) Variance = Budget less Actuals less Encumbrances.
 - Revenue (Object Type IN) Variance = Actuals less Budget.

Balances by Consolidation

The Balances by Consolidation inquiry displays balances for an account summarized at the Consolidation Object Code level and Total Income and Total Expense levels. It provides budget, actuals, encumbrance and variance (remaining budget) totals for Income and Expense object types. Drilldown functionality is available for this inquiry. Refer to the GL Inquiries: Basic Information, Drilldowns section for more information.

Balances By Consolidation Lookup ?

* Fiscal Year:	2019
* Chart Code:	MA
* Account Number:	2014000
Sub-Account Number:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Cost Share Sub-Accounts:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
Debit/Credit View:	<input checked="" type="radio"/> Include <input type="radio"/> Exclude

search clear cancel

3 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2019	MA	2014000	----	B	SERV	Drill Down	100.00	80.00	(80.00)	100.00
2019	MA	2014000	----	B	SUPP	Drill Down	50.00	50.00	0.00	0.00
2019	MA	2014000	----	B	OEXP	Drill Down	200.00	0.00	126.00	74.00

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

Totals		Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Type					
Income		0.00	0.00	0.00	0.00
Income From Transfers		0.00	0.00	0.00	0.00
Total Income		0.00	0.00	0.00	0.00
Expense		350.00	130.00	46.00	174.00
Expense From Transfers		0.00	0.00	0.00	0.00
Total Expense		350.00	130.00	46.00	174.00
Available Balance					174.00

Lookup Criteria

- **Fiscal Year – (Required)** Enter or select the Fiscal Year from the Fiscal Year lookup. Defaults to the current Fiscal Year.
- **Chart Code – (Required)** Enter or select the Chart code from the Chart Code lookup.
- **Account Number – (Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account Number – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Consolidation Option – (Optional)** Select the desired balance view. **
- **Include Cost Share Sub-Accounts – (Optional)** Select the desired balance view. Defaults to Exclude.
 - Include – Displays activity on Cost Share sub-accounts.
 - Exclude (default value) – Does not display activity on Cost Share sub-accounts.
- **Include Pending Ledger Entry –** Default option=No. **
- **Debit/Credit View –** Default view=Include. **

****Refer to the GL Inquiries: Basic Information section for more information.**

Search Results

- **Consolidation Code** – Highest level grouping of object codes for reporting.
- **Lookup By Level** – Drill Down link to view balances aggregated by the Level Code groupings associated with the Consolidation Code.
- **Budget Amount** – Current Budget (Balance Type CB) balance.
- **Actuals Amount** – Actual (Balance Type AC) Expense, Income, Asset, Liability or Fund Balance amount.

- **Encumbrance Amount** – Encumbrance (Balance Types EX-External Encumbrance-PO or PE-Pre-Encumbrance) balance. All other encumbrance balance types are currently not used.
- **Variance** – Budget available balance.
 - Expense Variance = Budget less Actuals less Encumbrances.
 - Revenue Variance = Actuals) less Budget.
- **Available Balance** – Total Income Variance and Total Expense Variance combined.
 - **Important Note:** Departments concerned only with **Expense Budget available balance** should refer to the Total Expense Variance and disregard the Available Balance.

Cash Balances

The Cash Balances inquiry displays the beginning, year-to-date and available cash balances for object code 8100 (cash). This inquiry is designed for departments concerned with their cash balances. Drilldown functionality is not available for this inquiry.

Cash Balance Lookup ?

* Fiscal Year:	2019
* Chart Code:	MA
* Account Number:	2014000
Sub-Account Number:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount	Available Cash Balance
2019	MA	2014000	*ALL*	8100	*ALL*	0.00	0.00	(130.00)	(130.00)

Lookup Criteria

- **Fiscal Year – (Required)** Enter or select the Fiscal Year from the Fiscal Year lookup. Defaults to the current Fiscal Year.
- **Chart Code – (Required)** Enter or select the Chart code from the Chart Code lookup.
- **Account Number – (Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account Number – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Consolidation Option – (Optional)** Select the desired balance view. Refer to the GL Inquiries: Basic Information for more information.
- **Include Pending Ledger Entry –** Refer to the GL Inquiries: Basic Information for more information.

Search Results

- **Beginning Balance Line Amount** – Cash balance brought forward from the prior fiscal year (Fiscal Period BB).
- **Contracts Grants Beginning Balance Amount** – Amount will always be zero since cash balances are reflected in the Beginning Balance Line Amount.
- **Account Line Annual Balance Amount** – Year-to-date balance, total amount of activity in this account across all fiscal periods 01-13 of the specified fiscal year.
- **Available Cash Balance** – Beginning Balance Line Amount plus Account Line Annual Balance Amount.
 - Positive Amount - Cash **increase** is greater than cash decrease.
 - Negative Amount - Cash **decrease** is greater than cash increase.

Current Account Balances

The Current Account Balances inquiry displays the budget available, cash expenditure authority and/or current fund balance depending on the budget record level on the account. Balances can be displayed by account, sub-account, organization, fiscal officer, account supervisor or account manager. Drilldown functionality is not available for this inquiry.

- The Budget Record Level **N** (No Budget) displays the Cash Expenditure Authority and Current Fund Balance.
- All other Budget Record Levels display Budget Available Balance for **Expense** object codes only.
 - Most University of Hawaii accounts are assigned Budget Record Level **A** (Account), therefore the Budget Available Balance will be displayed.
- In addition to the required fields, Account, Organization, Fiscal Officer, Account Supervisor **or** Account Manager is required for a successful search.
 - Returns summary balances for all accounts associated with the specified organization, fiscal officer, account supervisor or account manager.
- The following Current Account Balances Lookup is for an account that is assigned Budget Record Level A (Account), therefore the Budget Available Balance amount is displayed and the Cash Expenditure Authority and Current Fund Balance amounts are not displayed, equals zero.

Current Account Balances Lookup ? * required field

* Fiscal Year:	2019
* Fiscal Period:	06
Chart Code:	MA
Account Number:	2014000
Sub-Account Number:	
Organization Code:	
Fiscal Officer Principal Name:	
Account Supervisor Principal Name:	
Account Manager Principal Name:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Fiscal Year	Fiscal Period	Chart Code	Account Number	Sub-Account Number	Organization Code	Fiscal Officer Principal Name	Current Budget	Beginning Fund Balance	Beginning Current Assets	Beginning Current Liabilities	Total Income	Total Expense	Encumbrances	Budget Available Balance	Cash Expenditure Authority	Current Fund Balance
2019	06	MA	2014000	-----	WA	bvronapo	350.00	0.00	0.00	0.00	0.00	130.00	46.00	174.00	0.00	0.00

Lookup Criteria

- **Fiscal Year – (Required)** Enter or select the Fiscal Year from the Fiscal Year lookup. Defaults to the current Fiscal Year.
- **Fiscal Period – (Required)** Enter or select the Fiscal Period from the Accounting Period Lookup. Defaults to the current Fiscal Period.
- **Chart Code – (Optional)** Enter or select the Chart code from the Chart Code lookup.
- **Account Number – (Optional/Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account Number – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Organization Code – (Optional/Required)** Enter the organization code or search for it from the Organization lookup.
- **Fiscal Officer Principal Name – (Optional/Required)** Enter the fiscal officer principal name or search for it from the Person lookup.

- **Account Supervisor Principal Name – (Optional/Required)** Enter the account supervisor principal name or search for it from the Person lookup.
- **Account Manager Principal Name – (Optional/Required)** Enter the account manager principal name or search for it from the Person lookup.
- **Consolidation Option – (Optional)** Select the desired balance view. Refer to the GL Inquiries: Basic Information for more information.
- **Include Pending Ledger Entry –** Refer to the GL Inquiries: Basic Information for more information.

Search Results

- **Current Budget** – Current Budget (Balance Type CB) balance for Expense Object Codes only.
- **Beginning Fund Balance** – Fund balance (Object Code 9900) brought forward from the prior fiscal year (Fiscal Period BB).
- **Beginning Current Assets** – Current Asset Cash balance (Object Code 8100) brought forward from the prior fiscal year (Fiscal Period BB).
- **Beginning Current Liabilities** – Current Liability balance (Object Code 9100) brought forward from the prior fiscal year (Fiscal Period BB).
- **Total Income** – Total Income Object Code (Object Type IN) balances (Balance Type AC) + CG Beginning Balance (Fiscal Period CB).
- **Total Expense** – Total Expense Object Code (Object Type EX, EE) balances (Balance Type AC) + CG Beginning Balance (Fiscal Period CB).
- **Encumbrances** – Encumbrance (Balance Types EX-External Encumbrance-PO or PE-Pre-Encumbrance) balance. All other encumbrance balance types are currently not used.
- **Budget Available Balance** – Current Budget less Total Expense less Encumbrances.
- **Cash Expenditure Authority** – Beginning Current Assets less Beginning Current Liabilities plus Total Income - Total Expense less Encumbrances.
- **Current Fund Balance** – Beginning Fund Balance plus Total Income less Total Expense.

General Ledger Balance

The General Ledger Balance inquiry displays Beginning (and Contracts & Grants beginning), annual and monthly (fiscal period) balances by object code for all object types (Income, Expense, Assets, Liabilities and Fund Balance). Drilldown functionality is available for this inquiry. Refer to the GL Inquiries: Basic Information, Drilldowns section for more information.

General Ledger Balance Lookup

* Fiscal Year:	2019
* Chart Code:	MA
* Account Number:	2014000
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type Code:	AC
Object Type Code:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Amount View Option:	<input checked="" type="radio"/> Monthly <input type="radio"/> Accumulate
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
Debit/Credit View:	<input checked="" type="radio"/> Include <input type="radio"/> Exclude

3 items retrieved, displaying all items.

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																															
2019	MA	2014000	-----	3015	---	AC	EX	0.00	0.00	50.00																															
<table> <tr> <td>July</td> <td>0.00</td> <td>October</td> <td>50.00</td> <td>January</td> <td>0.00</td> <td>April</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> </tr> <tr> <td>September</td> <td>0.00</td> <td>December</td> <td>0.00</td> <td>March</td> <td>0.00</td> <td>June</td> <td>0.00</td> </tr> <tr> <td colspan="6"></td> <td>Year End</td> <td>0.00</td> </tr> </table>										July	0.00	October	50.00	January	0.00	April	0.00	August	0.00	November	0.00	February	0.00	May	0.00	September	0.00	December	0.00	March	0.00	June	0.00							Year End	0.00
July	0.00	October	50.00	January	0.00	April	0.00																																		
August	0.00	November	0.00	February	0.00	May	0.00																																		
September	0.00	December	0.00	March	0.00	June	0.00																																		
						Year End	0.00																																		
2019	MA	2014000	-----	3910	---	AC	EX	0.00	0.00	80.00																															
<table> <tr> <td>July</td> <td>0.00</td> <td>October</td> <td>80.00</td> <td>January</td> <td>0.00</td> <td>April</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> </tr> <tr> <td>September</td> <td>0.00</td> <td>December</td> <td>0.00</td> <td>March</td> <td>0.00</td> <td>June</td> <td>0.00</td> </tr> <tr> <td colspan="6"></td> <td>Year End</td> <td>0.00</td> </tr> </table>										July	0.00	October	80.00	January	0.00	April	0.00	August	0.00	November	0.00	February	0.00	May	0.00	September	0.00	December	0.00	March	0.00	June	0.00							Year End	0.00
July	0.00	October	80.00	January	0.00	April	0.00																																		
August	0.00	November	0.00	February	0.00	May	0.00																																		
September	0.00	December	0.00	March	0.00	June	0.00																																		
						Year End	0.00																																		
2019	MA	2014000	-----	8100	---	AC	AS	0.00	0.00	(130.00)																															
<table> <tr> <td>July</td> <td>0.00</td> <td>October</td> <td>(130.00)</td> <td>January</td> <td>0.00</td> <td>April</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> </tr> <tr> <td>September</td> <td>0.00</td> <td>December</td> <td>0.00</td> <td>March</td> <td>0.00</td> <td>June</td> <td>0.00</td> </tr> <tr> <td colspan="6"></td> <td>Year End</td> <td>0.00</td> </tr> </table>										July	0.00	October	(130.00)	January	0.00	April	0.00	August	0.00	November	0.00	February	0.00	May	0.00	September	0.00	December	0.00	March	0.00	June	0.00							Year End	0.00
July	0.00	October	(130.00)	January	0.00	April	0.00																																		
August	0.00	November	0.00	February	0.00	May	0.00																																		
September	0.00	December	0.00	March	0.00	June	0.00																																		
						Year End	0.00																																		

Lookup Criteria

- **Fiscal Year – (Required)** Enter or select the Fiscal Year from the Fiscal Year lookup. Defaults to the current Fiscal Year.
- **Chart Code – (Required)** Enter or select the Chart code from the Chart Code lookup.
- **Account Number – (Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account Number – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object Code – (Optional)** Enter the object code or search for it from the Object Code lookup.
- **Sub-Object Code – (Optional)** Enter the sub-object code or search for it from the Sub-Object Code lookup.

- **Balance Type Code** – (Optional) Enter the balance type code or search for it from the Balance Type lookup. Defaults to Balance Type AC (Actuals).
- **Object Type Code** – (Optional) Enter the object type code or search for it from the Object Type lookup.
- **Consolidation Option** – (Optional) Select the desired balance view. **
 - The Detail view also displays the Object Type Code for the respective object code.
- **Amount View Option** – (Optional) Select the desired balance view. Defaults to the monthly view.
 - Monthly (default view) – Balance of activity for each month.
 - Accumulate – Accumulates the activity by adding all previous months in the fiscal year to a given month, providing a year-to-date total per month.
- **Include Pending Ledger Entry** – Default option=No. **
- **Debit/Credit View** – Default view=Include. **

****Refer to the GL Inquiries: Basic Information section for more information.**

Search Results

- **Beginning Balance Line Amount** – Asset, Liability or Fund Balance brought forward from the prior fiscal year (Fiscal Period BB).
- **Contracts Grants Beginning Balance Amount** – Inception-to-Date Income or Expense balance brought forward from the prior fiscal year (Fiscal Period CB).
 - Although labeled Contracts Grants Beginning Balance, this amount represents the cumulative total brought forward from the prior fiscal year for all 'inception-to-date' accounts, which include contracts and grants accounts.
- **Account Line Annual Balance Amount** – Year-to-date balance, total amount of activity in this account across all months (fiscal periods) of the specified fiscal year, including Year End (Fiscal Period 13).
- **Month Balance** – Balance of activity for the month (fiscal period) or year-to-date total per month depending on the Amount View Option selected.
 - The University's Fiscal Year begins in July=Fiscal Period 01 and ends in June=Fiscal Period 12.
 - Year End=Fiscal Period 13. Year end accrual and adjustment entries are recorded in this period.

General Ledger Entry

The General Ledger Entry inquiry displays the individual transactions that make up the balance in an account. It is the same inquiry that can be displayed by drilling down into the General Ledger Balance inquiry. Drilldown functionality is available for this inquiry. Refer to the GL Inquiries: Basic Information, Drilldowns section for more information.

Although there are no required fields indicated for the lookup criteria, you must enter either of the following for a successful search:

- Fiscal Year, chart code, account number and fiscal period.
- Fiscal Year and document number.

General Ledger Entry Lookup ?

Fiscal Year: 2019	Document Type:
Chart Code: MA	Origin Code:
Account Number: 2014000	Document Number:
Sub-Account Number:	Organization Document Number:
Object Code:	Project Code:
Sub-Object Code:	Organization Reference Id:
Balance Type Code: AC	Reference Document Type Code:
Object Type Code:	Reference Origin Code:
Fiscal Period: 04	Reference Document Number:
Pending Entry Approved Indicator: <input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	Debit/Credit View: <input checked="" type="radio"/> Include <input type="radio"/> Exclude

search clear cancel

4 items retrieved, displaying all items.

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	Original Entry	Approved
2019	MA	2014000	----	3015	---	AC	EX	04	IB	01	3240850	075-PE 3240844 Waikiki Aquarium	50.00	D	10/23/2018		
2019	MA	2014000	----	3910	---	AC	EX	04	IB	01	3240845	055-Waikiki Aquarium Flyers	80.00	D	10/23/2018		
2019	MA	2014000	----	8100	---	AC	AS	04	IB	01	3240845	TP Generated Offset	80.00	C	10/23/2018		
2019	MA	2014000	----	8100	---	AC	AS	04	IB	01	3240850	TP Generated Offset	50.00	C	10/23/2018		

Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Reference Document Number	Pending Entry Approved Indicator

Lookup Criteria

- **Fiscal Year – (Required)** Enter or select the Fiscal Year from the Fiscal Year lookup. Defaults to the current Fiscal Year.
- **Chart Code – (Optional/Required)** Enter or select the Chart code from the Chart Code lookup.
- **Account Number – (Optional/Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account Number – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object Code – (Optional)** Enter the object code or search for it from the Object Code lookup.
- **Sub-Object Code – (Optional)** Enter the sub-object code or search for it from the Sub-Object Code lookup.

- **Balance Type Code** – (Optional) Enter the balance type code or search for it from the Balance Type lookup. Defaults to Balance Type AC (Actuals).
- **Object Type Code** – (Optional) Enter the object type code or search for it from the Object Type lookup.
- **Fiscal Period** – (Optional/Required) Enter the fiscal period or search for it from the Accounting Period lookup.
 - If fiscal period is required, wild card symbols asterisk (*) or percent (%) maybe entered to return all fiscal periods.
- **Pending Entry Approved Indicator** – same as Include Pending Ledger Entry. **
- **Document Type** – (Optional) Enter the document type or search for it from the Document Type lookup.
- **Origin Code** – (Optional) Enter the origin code or search for it from the Origination Code lookup.
- **Document Number** – (Optional/Required) Enter the document number of the transaction.
 - Document number and Fiscal Year are required when searching for a specific transaction.
- **Organization Document Number** – (Optional) Enter the organization document number of the transaction.
- **Project Code** – (Optional) Enter the project code or search for it from the Project Code lookup.
- **Organization Reference Id** – (Optional) Enter the organization reference id (Org Ref Id) of the transaction.
- **Reference Document Type Code** – (Optional) Enter the reference document type or search for it from the Document Type lookup.
- **Reference Origin Code** – (Optional) Enter the reference origin code or search for it from the Origination Code lookup.
- **Reference Document Number** – (Optional) Enter the reference document number of the transaction.
- **Debit/Credit View** – Default view=Include. **
 - In the following example, Debit/Credit View=Exclude and natural classification to increase the balance for both object types EX and AS is Debit (D). On page 15, the debit credit codes for the transactions with object type EX were **D** (Debit) and **C** (Credit) for Object Type AS. Accordingly, the Object Type EX transaction amounts were reflected as positive values (increase-Debit) and the Object Type AS transaction amounts were reflected as negative values (decrease-Credit).

General Ledger Entry Lookup ?														
Fiscal Year: 2019					Document Type:									
Chart Code: MA					Origin Code:									
Account Number: 2014000					Document Number:									
Sub-Account Number:					Organization Document Number:									
Object Code:					Project Code:									
Sub-Object Code:					Organization Reference Id:									
Balance Type Code: AC					Reference Document Type Code:									
Object Type Code:					Reference Origin Code:									
Fiscal Period: 04					Reference Document Number:									
Pending Entry Approved Indicator: <input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All					Debit/Credit View: <input type="radio"/> Include <input checked="" type="radio"/> Exclude									
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	Transaction Date
2019	MA	2014000	-----	3015	---	AC	EX	04	IB	01	3240850	075-PE 3240844 Waikiki Aquarium	50.00	10/23/2018
2019	MA	2014000	-----	3910	---	AC	EX	04	IB	01	3240845	055-Waikiki Aquarium Flyers	80.00	10/23/2018
2019	MA	2014000	-----	8100	---	AC	AS	04	IB	01	3240845	TP Generated Offset	-80.00	10/23/2018
2019	MA	2014000	-----	8100	---	AC	AS	04	IB	01	3240850	TP Generated Offset	-50.00	10/23/2018

****Refer to the GL Inquiries: Basic Information section for more information.**

Search Results

The eDoc accounting line, external feed accounting information and appropriate offset entries are displayed depending on the lookup criteria entered. Most of the results are self-explanatory but see below for additional comments.

- **Transaction Ledger Entry Description** – Displays the Document Overview description, Line Description of the accounting line if entered, external feed transaction description or system generated descriptions.
- **Transaction Date** – Displays the general ledger posting date or external feed transaction date.
- **Pending Entry Approved Indicator** – displays the following indicators depending on the option selected.
 - Approved – Approved through workflow, pending posting to the general ledger.
 - Pending – Not fully approved through workflow.
 - Blank – Transaction is not pending and has posted in the general ledger.

General Ledger Pending Entry

The General Ledger Pending Entry inquiry is almost identical to the General Ledger Entry inquiry except that it displays only the **Pending** General Ledger Entry transactions. Transactions are pending until the document has completed the approval process and posted in the General Ledger. Drilldown functionality is available for this inquiry. Refer to the GL Inquiries: Basic Information, Drilldowns section for more information.

General Ledger Pending Entry Lookup

Fiscal Year: 2019

Chart Code: MA

Account Number: 1200542

Sub-Account Number:

Object Code:

Sub-Object Code:

Balance Type Code: AC

Object Type Code:

Fiscal Period: 06

Pending Entry Approved Indicator: ☐ Approved ☒ All

Ledger Document Type:

Origin Code:

Document Number:

Organization Document Number:

Project Code:

Organization Reference Id:

Reference Document Type Code:

Reference Origin Code:

Reference Document Number:

search

clear

cancel

4 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Ledger Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Reference Document Number
2019	MA	1200542	-----	4450	---	AC	EX	06	PREQ	01	3887517	PANDA TRAVEL INC	640.60	D	12/13/2018		-----		PQ	01	181591
2019	MA	1200542	-----	4450	---	AC	EX	06	PREQ	01	3887567	PANDA TRAVEL INC	1,603.20	D	12/13/2018		-----		PQ	01	181505
2019	MA	1200542	-----	9100	---	AC	LI	06	PREQ	01	3887517	TP Generated Offset	640.60	C	12/13/2018		-----		PQ	01	181591
2019	MA	1200542	-----	9100	---	AC	LI	06	PREQ	01	3887567	TP Generated Offset	1,603.20	C	12/13/2018		-----		PQ	01	181505

Lookup Criteria

The Lookup Criteria is almost identical to the General Ledger Entry lookup criteria except for the following. For all other criteria refer to the General Ledger Entry Lookup Criteria.

- **Pending Entry Approved Indicator** – **All** is the default option. Refer to the GL Inquiries: Basic Information Include or Exclude Pending Ledger Entries section for more information.
- **Debit/Credit View** – Option is not available.

Search Results

The Search Results are almost identical to the General Ledger Entry search results except for the following. Refer to the General Ledger Entry Search Results for more information.

- **Debit Credit Code** column is always displayed since the Debit/Credit View option is not available.
- **Pending Entry Approved Indicator** is not displayed.

Open Encumbrances

The Open Encumbrance inquiry displays the detail for encumbrance balances. It includes Balance Types EX-External (PO) Encumbrances or PE-Pre-Encumbrance balances. All other encumbrance balance types are currently not used. Drilldown functionality is not available for this inquiry.

Although there are no required fields indicated for the lookup criteria, you must enter either of the following for a successful search:

- Fiscal Year, chart code and account number.
- Fiscal Year and document number.

Open Encumbrance Lookup

Fiscal Year:	2019
Chart Code:	SW
Account Number:	2302204
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type:	EX
Document Type:	
Origin Code:	
Document Number:	
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
Include Zeroed Out Encumbrances:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude

search clear cancel

2 items retrieved, displaying all items.

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
2019	SW	2302204	----	3030	---	EX	PQ	01	161518	JACKSON LAB	3,211.00	0.00	3,211.00	06/30/2018
2019	SW	2302204	----	3030	---	EX	PQ	01	170186	CHARLES RIVER LABS INC	4,063.05	0.00	4,063.05	06/30/2018

Lookup Criteria

- **Fiscal Year – (Required)** Enter or select the Fiscal Year from the Fiscal Year lookup. Defaults to the current Fiscal Year.
- **Chart Code – (Optional/Required)** Enter or select the Chart code from the Chart Code lookup.
- **Account Number – (Optional/Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account Number – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object Code – (Optional)** Enter the object code or search for it from the Object Code lookup.
- **Sub-Object Code – (Optional)** Enter the sub-object code or search for it from the Sub-Object Code lookup.
- **Balance Type Code – (Optional)** Enter the Encumbrance balance type code or search for it from the Balance Type lookup. Defaults to Balance Type EX (External Encumbrances-PO).
- **Document Type – (Optional)** Enter the document type or search for it from the Document Type lookup.
- **Origin Code – (Optional)** Enter the origin code or search for it from the Origination Code lookup.
 - Origin Code=RC are Research Corporation of the University of Hawaii (RCUH) encumbrances.
- **Document Number – (Optional/Required)** Enter the document number of the transaction.
 - Document number and Fiscal Year are required when searching for a specific transaction.
- **Include Pending Ledger Entry –** Default option=No. Refer to the GL Inquiries: Basic Information Include or Exclude Pending Ledger Entries section for more information.

- **Include Zeroed Out Encumbrances** - (Optional) Select the desired view. Default is Exclude.
 - Include – Displays all encumbrances including those with outstanding amount=zero.
 - Exclude (default view) – Displays encumbrances with outstanding amounts that are not=zero.

Search Results

The encumbrance balance details are based on the encumbrance transactions recorded in the General Ledger.

- **Open Amount** – Total encumbrance amount for this document.
 - Document Type PE-Pre-Encumbrance , PO-Purchase Order, POA-Purchase Order Amendment, POC-Purchase Order Close, POR-Purchase Order Reopen, POV-Purchase Order Void transactions are posted in the open amount column.
 - PE disencumbered using the Reversal Date feature will post the reversal against the open amount resulting in Open Amount=zero.
 - Also reflects the remaining encumbrance balance carried forward from the prior fiscal year.
- **Closed Amount** – Amount of encumbrance decreased in the current fiscal year.
 - Document Type PREQ-Payment Request and JV-Journal Voucher encumbrance adjustments are posted in the closed amount column.
- **Outstanding Amount** – System calculated Open Amount less Closed Amount = Remaining encumbrance amount.
 - **Negative outstanding amounts** for Origin Code 01, Balance Type PE or Balance Type EX (for closed POs) require JV corrections that can only be processed by the Office of Research Services for extramural accounts (CG accounts) or by General Accounting for non-extramural accounts.

Please submit a trouble ticket to request a Journal Voucher (JV) correction by clicking on the following link.



Submit a Trouble Ticket <https://www.hawaii.edu/kualifinancial/feedbackForm.php>

- **Transaction Date**
 - Date the PO or PE was finalized and posted in the general ledger.
 - Prior fiscal year end date of 06/30/xxxx for remaining encumbrance balances carried forward from the prior fiscal year.