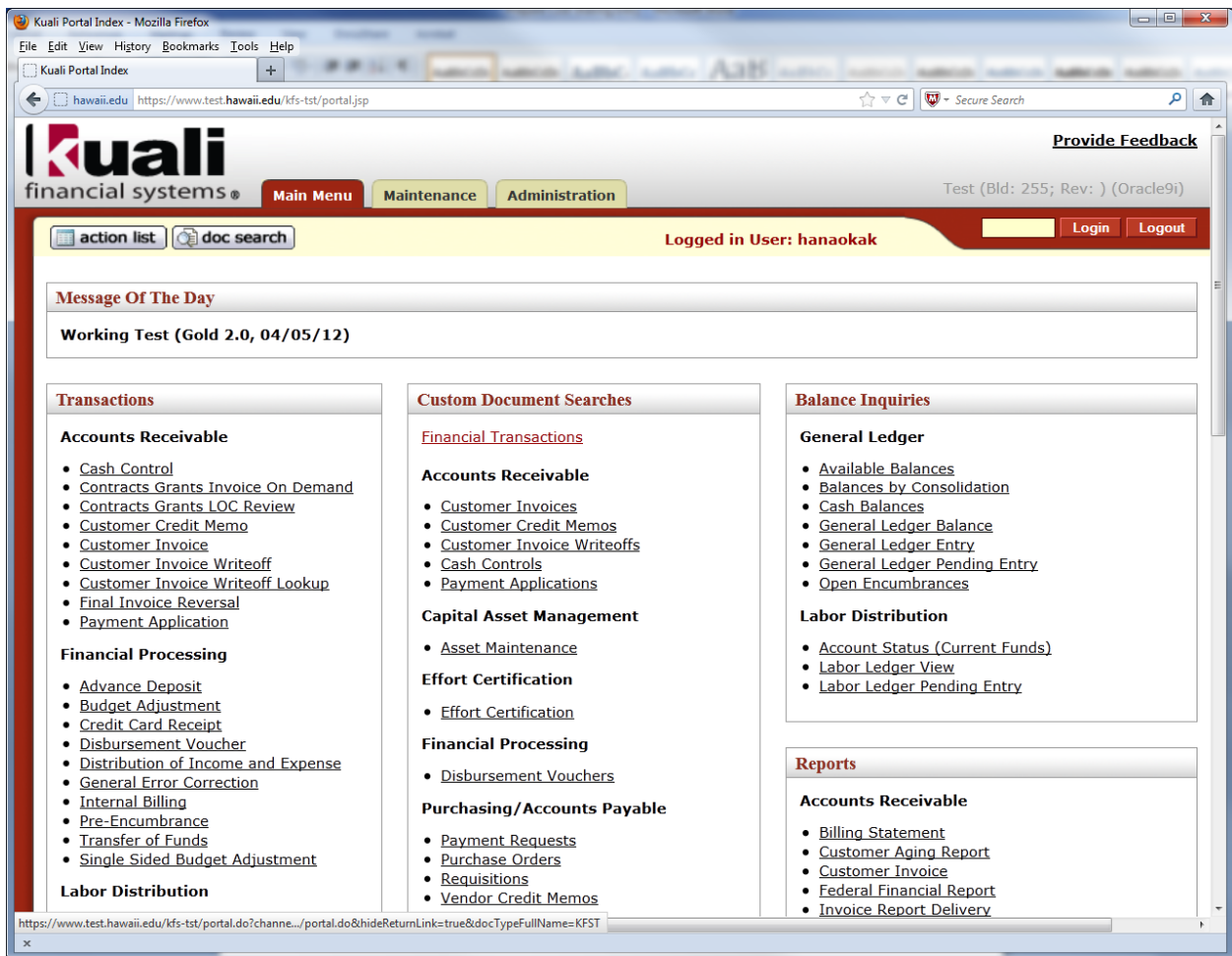


# View Cost Sharing Subaccount Balance

## Overview

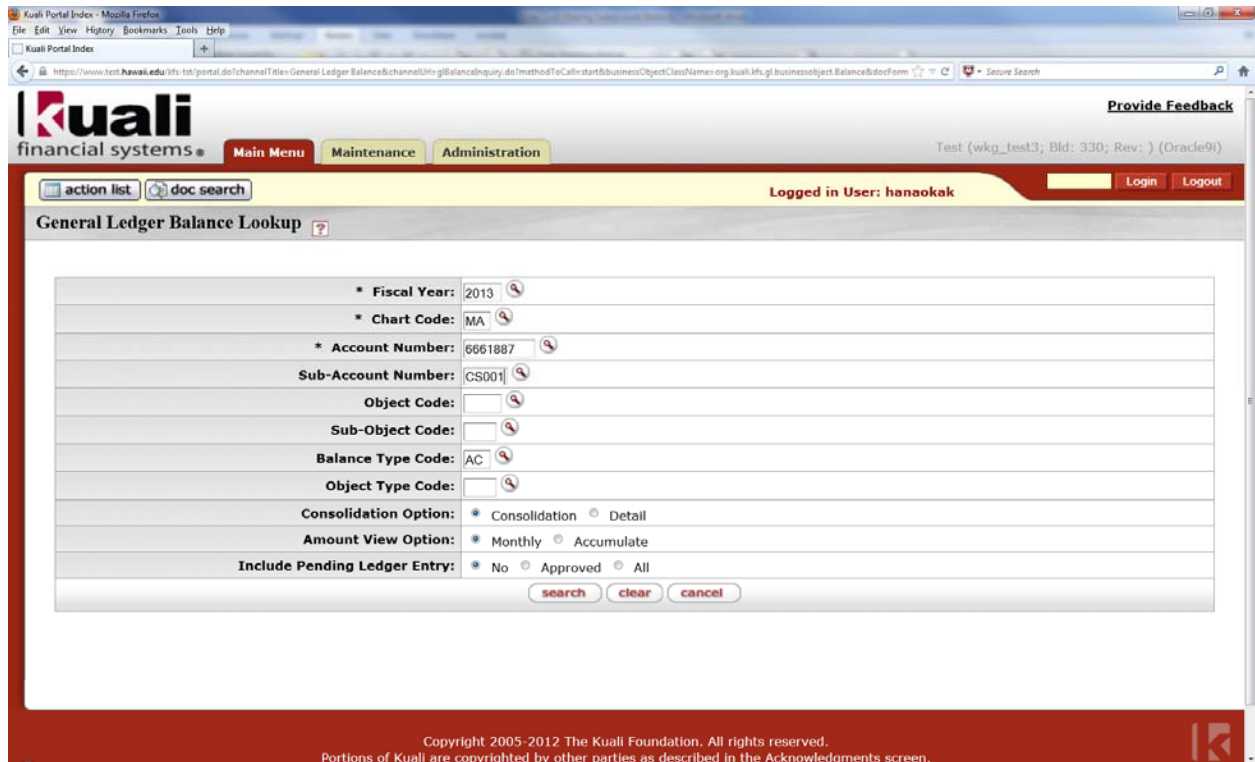
Because the cost sharing subaccount is an actual account, balances can be viewed in KFS by using the Balance Inquiries> General Ledger Balance link.

Step #	Procedure
1.	<p><b>Main Menu tab&gt;Balance Inquiries&gt;General Ledger Balance</b></p> <p>Click the <b>“General Ledger Balance”</b> link.</p>



DOCUMENT OVERVIEW

Step #	Procedure
2.	Enter <b>Chart Code</b> , <b>Account Number</b> and <b>Sub-Account Number</b> .  For example, Chart Code: "MA" Account Number: "6661887" Sub-Account Number: "CS001"
3.	Click the "Search" button.



SEARCH RESULTS

Step #	Procedure
4.	<p>The search results will appear below the button bar.</p> <p>NOTE: The <b>Account Line Annual Balance Amount</b> represents the total amount for the <u>fiscal year</u>. To obtain the inception to date total, the Balance Inquiries&gt;Available Balance query must be run.</p>

16 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																																	
2013	MA	6661887	CS001	7810	---	AC	EX	0.00	0.00	2,500.00																																	
<table border="1"> <tr> <td>July</td> <td>0.00</td> <td>October</td> <td>0.00</td> <td>January</td> <td>0.00</td> <td>April</td> <td>0.00</td> </tr> <tr> <td>August</td> <td>2,500.00</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="7"></td> <td>Year End</td> <td>0.00</td> </tr> </table>											July	0.00	October	0.00	January	0.00	April	0.00	August	2,500.00	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	0.00	January	0.00	April	0.00																																				
August	2,500.00	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																																			
2013	MA	6661887	CS001	7811	---	AC	EX	0.00	0.00	959.00																																	
<table border="1"> <tr> <td>July</td> <td>0.00</td> <td>October</td> <td>0.00</td> <td>January</td> <td>0.00</td> <td>April</td> <td>0.00</td> </tr> <tr> <td>August</td> <td>959.00</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="7"></td> <td>Year End</td> <td>0.00</td> </tr> </table>											July	0.00	October	0.00	January	0.00	April	0.00	August	959.00	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	0.00	January	0.00	April	0.00																																				
August	959.00	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																																			
2013	MA	6661887	CS001	7812	---	AC	EX	0.00	0.00	1,838.00																																	
<table border="1"> <tr> <td>July</td> <td>0.00</td> <td>October</td> <td>0.00</td> <td>January</td> <td>0.00</td> <td>April</td> <td>0.00</td> </tr> <tr> <td>August</td> <td>1,838.00</td> <td>November</td> <td>0.00</td> <td>February</td> <td>0.00</td> <td>May</td> <td>0.00</td> </tr> </table>											July	0.00	October	0.00	January	0.00	April	0.00	August	1,838.00	November	0.00	February	0.00	May	0.00																	
July	0.00	October	0.00	January	0.00	April	0.00																																				
August	1,838.00	November	0.00	February	0.00	May	0.00																																				

Step #	Procedure
5.	To view the entries for a particular month, click on the dollar link next to the desired month.

Kuali Portal Index - Mozilla Firefox

https://www.test.hawaii.edu/kfs-1st/portal.do/channel/General Ledger Balance&channelId/glbBalanceInquiry.do?method=callStart&businessObjectClass=Name.org.kuali.kfs.gl.businessobject.Balance&docForm

search clear cancel

16 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
2013	MA	6661887	CS001	7810	---	AC	EX	0.00	0.00	2,500.00
		July		0.00	October	0.00	January	0.00	April	0.00
		August		2,500.00	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
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
2013	MA	6661887	CS001	7811	---	AC	EX	0.00	0.00	959.00
		July		0.00	October	0.00	January	0.00	April	0.00
		August		959.00	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
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
2013	MA	6661887	CS001	7812	---	AC	EX	0.00	0.00	1,838.00
		July		0.00	October	0.00	January	0.00	April	0.00
		August		1,838.00	November	0.00	February	0.00	May	0.00

Step #	Procedure
6.	Another window will open and you will be able to view the entries that make up the month's transactions.

KFS - Lookup - Mozilla Firefox

https://www.test.hawaii.edu/kfs-1st/glbBalanceInquiry.do?businessObjectClass=Name.org.kuali.kfs.gl.businessobject.Entry&channel/General Ledger Entry&channelId/glbEntry.do?method=callStart&businessObjectClass=Name.org.kuali.kfs.gl.businessobject.Entry&docForm

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	Debit Credit Code	Transaction Date	Organization Document Number	Project Code	Org
2013	MA	6661887	CS001	7810	---	AC	EX	02	D1	01	120611	002-Jun 2012 c/s	2,500.00	D	08/20/2012	MA1126342	-----	12:

Export options: CSV, | spreadsheet, | XML

Step #	Procedure
7.	<p>Note: Important object codes to check in the Cost Sharing Subaccount are 7819 – CS Transfer In and 8100 – Claim on Cash. If the DI entries were prepared correctly, these should net to zero.</p> <p>For example, see object 7819 below, which has an Account Line Annual Balance Amount of 0.00.</p>

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	
2013	MA	6661887	CS001	7819	---	AC	TE	0.00	0.00	0.00	
				July	0.00	October	0.00	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		
2013	MA	6661887	CS001	7820	---	AC	EX	0.00	0.00	(2,500.00)	
				July	0.00	October	0.00	January	0.00	April	0.00
				August	(2,500.00)	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		
2013	MA	6661887	CS001	7821	---	AC	EX	0.00	0.00	(959.00)	
				July	0.00	October	0.00	January	0.00	April	0.00
				August	(959.00)	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		

Step #	Procedure
8.	<p>Note: There are transactions occurring under these object codes that result from the KFS cash transfers from the pseudo account, which happens behind the scenes. Clicking on the dollar link next to the desired month reveals the transactions.</p>

KFS - Lookup - Mozilla Firefox  
 File Edit View History Bookmarks Tools Help  
 Kuali Portal Index KFS: Lookup  
 https://www.test.hawaii.edu/kfs-1st/gi/ModifiedInquiry.do?businessObjectClass=org.kuali.kfs.gl.businessobject.Entry&financialObjectCode=7819&returnLocation=portal.do&bookUp&id=mp/ServiceName=glEntry/ Secure Search

### General Ledger Entry Lookup

16 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	Organization Document Number	Project Code
2013	MA	6661887	CS001	7819	---	AC	IE	02	IF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	2,500.00	D	08/20/2012		-----
2013	MA	6661887	CS001	7819	---	AC	IE	02	IF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	959.00	D	08/20/2012		-----
2013	MA	6661887	CS001	7819	---	AC	IE	02	IF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	2,500.00	C	08/20/2012		-----
2013	MA	6661887	CS001	7819	---	AC	IE	02	IF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	959.00	C	08/20/2012		-----
2013	MA	6661887	CS001	7819	---	AC	IE	02	IF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	1,638.00	D	08/20/2012		-----
2013	MA	6661887	CS001	7819	---	AC	IE	02	IF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	200.00	D	08/20/2012		-----
2013	MA	6661887	CS001	7819	---	AC	IE	02	IF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	5,000.00	D	08/20/2012		-----