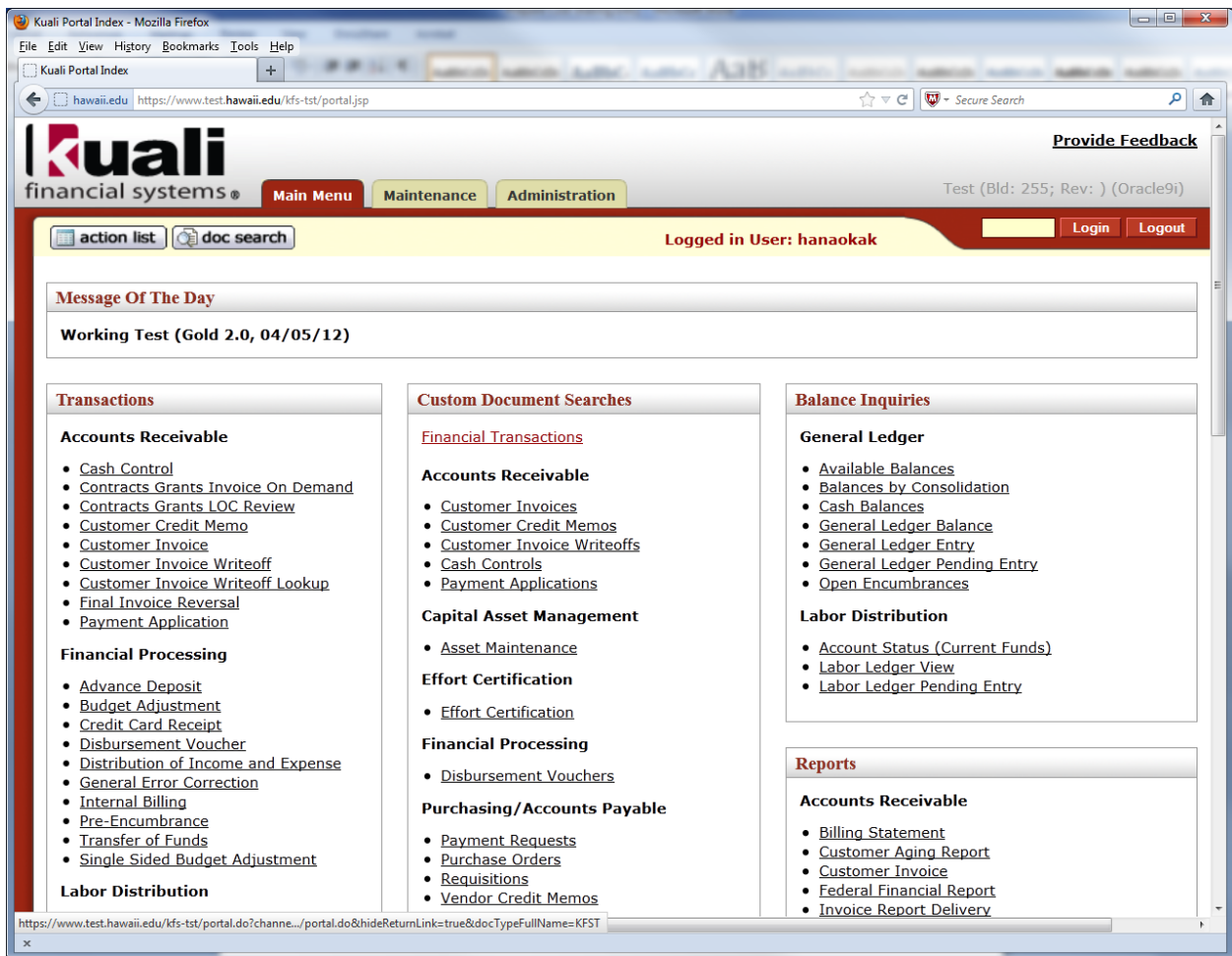# View Cost Sharing Subaccount Balance

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.	**Main Menu tab>Balance Inquiries>General Ledger Balance** Click the "**General Ledger Balance**" link.

DOCUMENT OVERVIEW

Step #	Procedure
2.	Enter **Chart Code**, **Account Number** and **Sub-Account Number.** For example, Chart Code: "**MA**" Account Number: "**6661887**" Sub-Account Number: "**CS001**"
3.	Click the "**Search**" button.
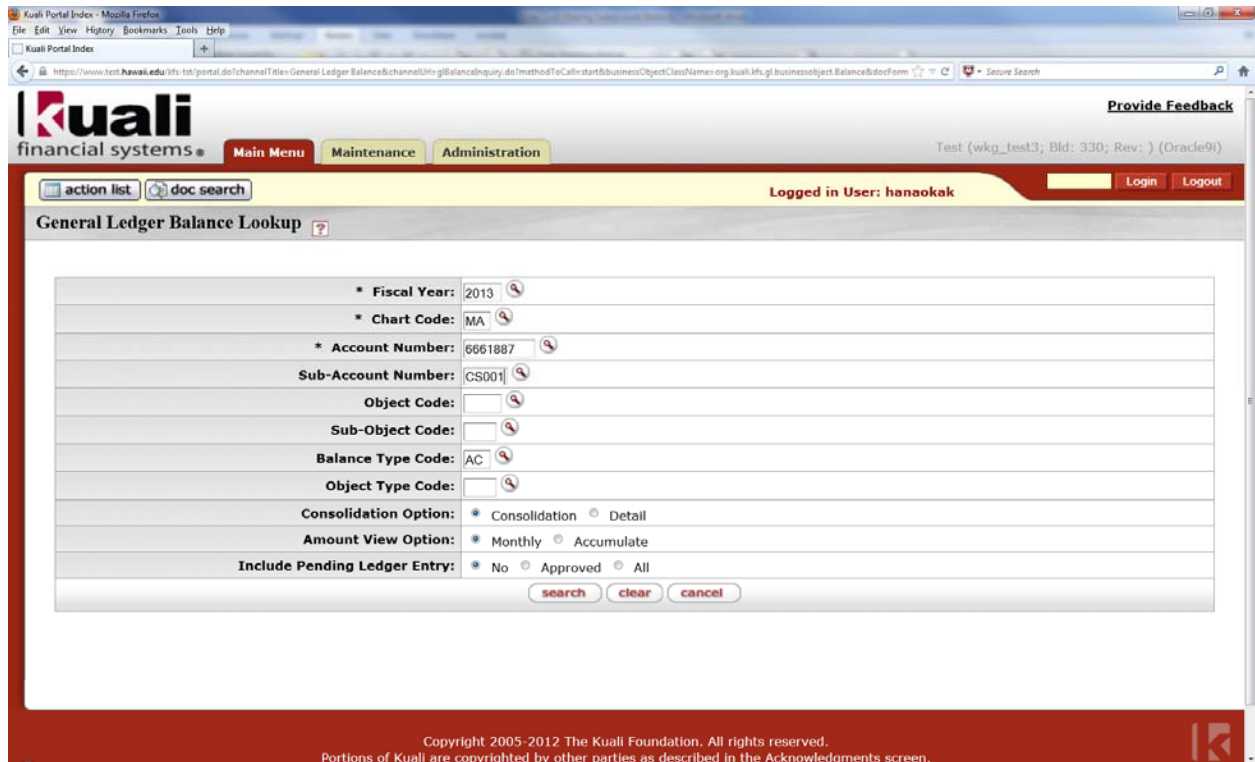
SEARCH RESULTS

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

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

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

Updated: 08/21/12

Step #	Procedure
7.	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.** For example, see object 7819 below, which has an Account Line Annual Balance Amount of 0.00.

Step #	Procedure
8.	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.

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	TE	02	TF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	2,500.00	D	08/20/2012		----------	
2013	MA	6661887	CS001	7819	---	AC	TE	02	TF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	959.00	D	08/20/2012		----------	
2013	MA	6661887	CS001	7819	---	AC	TE	02	TF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	2,500.00	C	08/20/2012		----------	
2013	MA	6661887	CS001	7819	---	AC	TE	02	TF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	959.00	C	08/20/2012		----------	
2013	MA	6661887	CS001	7819	---	AC	TE	02	TF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	1,638.00	D	08/20/2012		----------	
2013	MA	6661887	CS001	7819	---	AC	TE	02	TF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	200.00	D	08/20/2012		----------	
2013	MA	6661887	CS001	7819	---	AC	TE	02	TF	CS	CSHR08/20	GENERATED COST SHARE FROM 6661887	5,000.00	D	08/20/2012		----------	