

**Quick Start Guide: Look up Available Balances**

**Summary:** Results for the Available Balances inquiry show budget, actual, encumbrance, and variance by object code. For **expenses,** variance equals budget, less actual encumbrance. For **revenues**, variance equals actual, less budget. You may view either consolidated or detailed results, which segregate sub-accounts and sub-object codes.

**Replacement:** KFS Balance Inquiries replaces GLI and FS0100.

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| Steps | **What you need to do** | **How to do it** |
| 1 | Access KFS via ZOTPortal | 1. Use your UCInetID and password to log in to <https://portal.uci.edu/> 2. Press the **Faculty and Staff** tab and then select the **KFS** tab |
| 2 | Access Available Balances | 1. Navigate to the **KFS General Ledger** portlet 2. Select **Available Balances** |
| 3 | Search | 1. Enter desired search criteria     Note: Users can search some fields using only partial information by placing an asterisk (\*) before and after the text portion of the search criteria   1. Press the search button once you’ve entered your search criteria |
| 4 | Review search results | Sort items by selecting the titles in the header above the results |