

**Quick Start Guide: Look up Balances by Consolidation**

**Summary:** Results for the Balances by Consolidation inquiry show budget, actual, encumbrance, and variance by account consolidation, based on the Consolidation Object levels. For **expenses**, variance equals budget, less actual, less encumbrance. For **revenues**, variance equals actual, less budget.

**Replacement:** KFS Balance Inquiries replaces GLI and the FS0150.

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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** |
| 2 | Access Balances by Consolidation | 1. Navigate to the KFS **General Ledger** portlet 2. Select **Balances by Consolidation** |
| 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 the search criteria |
| 4 | Review search results | Sort items by selecting the titles in the header above the results |