KUALI FINANCIAL SYSTEM
UNIVERSITY of CALIFORNIA · IRVINE

LOCATING PAYMENT INFORMATION FOR PURCHASING TRANSACTIONS

Step 1: Open **any** document related to a purchasing transaction that has been finalized.
- Requisition, Purchase Order, Purchase Order Amend (POA), etc.
- Payment Request or Credit Memo

Step 2: Scroll to the **View Payment History** tab and 'show' transactions to see all related **Payment Requests (PREQ)** and **Credit (CM) Memos**. This tab shows a summary of all payments/credits, paid or not. (The 'View Related Documents' tab also contains direct links to open the PREQ/CM.)

If an invoice has been paid (extracted to PDP), users can select the **disbursement info** button to obtain additional information.

Step 3: The **Search for Payment** screen displays information such as Disbursement Number (Check Number) and form of payment. Check= Paper Check; ACH= Direct Deposit (Automated Clearing House).

ACH Example

Check Example

CHECKING ENCUMBRANCES IN KFS

Step 1: In the KFS tab in ZotPortal, select the Open Encumbrances link under the KFS General Ledger portlet

Step 2: Refine Open Encumbrance search Criteria to view all open encumbrances
- Account Number, or a *, or % will be required
- For Purchase Orders, users can use the PO Number in the Document Number field
- Balance Type EX will be defaulted, to show External Encumbrance Transactions (mostly POs).
  - Users can select IE (Internal Encumbrance) or leave the Balance Type blank to see other encumbrance transaction including Travel Authorizations, Internal Encumbrances, etc.
- Searching by Organization code also allows users to find all Open Encumbrances in their Org
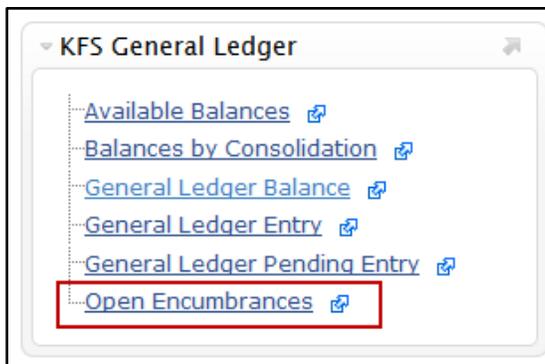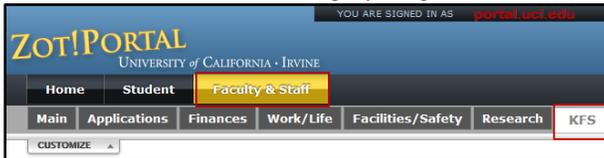
CHECKING ENCUMBRANCES IN DECISION SUPPORT

The Encumbrance Report replaces the FS0109 Series for reporting. This is used for gathering open encumbrance data where there might be more than 100 results, or for gathering a formatted report. Details in the report include all transactions found in the KFS Open Encumbrances lookup, and reflect all Encumbrance Types (not just EX)