

# KUALI FINANCIAL SYSTEM

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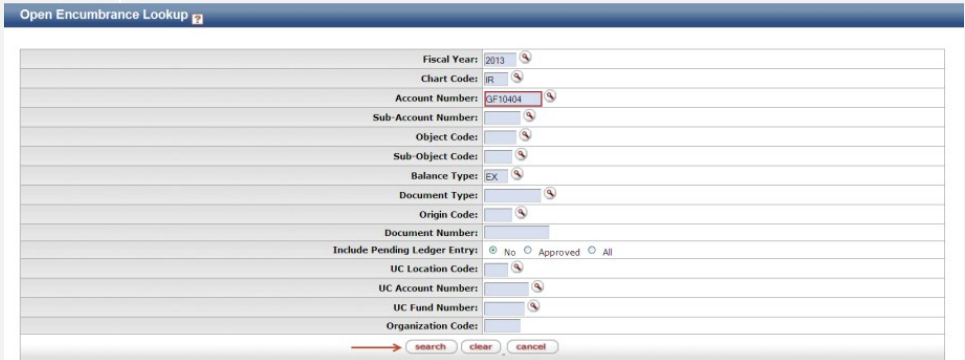
## UNIVERSITY of CALIFORNIA • IRVINE

### QUICK START GUIDE: LOOK UP OPEN ENCUMBRANCES

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**Summary:** The Open Encumbrances Lookup displays the detail for open encumbrances. You must enter the fiscal year, chart, and account number, or the fiscal year and document number. The values you may choose from the encumbrance report include external encumbrance (EX), internal encumbrance (IE), and pre-encumbrance (PE). **External encumbrances** are those that are owed externally to entities outside your institution, such as a purchasing system or travel system. **Internal encumbrances** represent things owed internally to the institution, such as encumbrances from a payroll system integrated with the KFS. **Pre-encumbrances** are established within the KFS via the Pre-encumbrance document.

**Replacement:** In the FS system, users go to the General Ledger Inquiry (FS0100) function to view open encumbrances. In KFS, users will go to the Open Encumbrance function to view encumbrances.

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 <a href="https://portal.uci.edu/">https://portal.uci.edu/</a> 2. Press the <b>Faculty and Staff</b> tab and then select the <b>KFS</b> tab
2	Access Open Encumbrances	1. Navigate to the KFS <b>General Ledger</b> portlet 2. Select <b>Open Encumbrances</b> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="background-color: #0056b3; color: white; margin: 0; padding: 2px;">Balance Inquiries</p> <p style="background-color: #e6e6e6; margin: 0; padding: 2px;">General Ledger</p> <p style="margin: 0; padding: 2px;"><a href="#">Available Balances</a></p> <p style="margin: 0; padding: 2px;"><a href="#">Balances by Consolidation</a></p> <p style="margin: 0; padding: 2px;"><a href="#">Cash Balances</a></p> <p style="margin: 0; padding: 2px;"><a href="#">General Ledger Balance</a></p> <p style="margin: 0; padding: 2px;"><a href="#">General Ledger Entry</a></p> <p style="margin: 0; padding: 2px;"><a href="#">General Ledger Pending Entry</a></p> <p style="margin: 0; padding: 2px; border: 1px solid #ccc;">Open Encumbrances</p> </div>
3	Search	1. Enter desired search criteria <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div> <p style="margin-top: 10px;">Note: Users can search some fields using only partial information by placing an asterisk (*) before and after the text portion of the search criteria</p> 2. Press the search button once you've entered your search criteria

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View encumbered items

1. The **open amount** reflects the total amount of the encumbrance for this document number and
2. The **closed amount** reflects the amount of that encumbrance relieved to date

2 items found, displaying all items .

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Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type	Document Type	Origin Code	Document Number	Description	Open Amount	Closed Amount	Outstanding Amount	Transaction Date	UIC Location Code	UIC Account Number	UIC Fund Number	Organization Code
2013	IR	GF10404	-----	8015	---	EX	PO	01	1773	ABM BUILDING SOLUTIONS LLC	1,000.00	0.00	1,000.00	03/18/2013	9	402543	19933	8054
2013	IR	GF10404	-----	8015	---	EX	PO	01	1777	A OMEGA CONSTRUCTION CO	10,000.00	0.00	10,000.00	03/19/2013	9	402543	19933	8054