

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.

The screenshot shows the 'Requisition' header with details like Doc Nbr: 99189, Initiator: J. Hdecker, and Requisition #: 1872. Below this, there are tabs for 'View Related Documents' and 'View Payment History'. The 'View Payment History' tab is active, showing a table of 'Payment History - Payment Requests'. A red box highlights the 'disbursement info' button in the 'PDP Extract Date' column for the first row.

PREQ #	Invoice #	PO #	PREQ Status	Hold	Request Cancel	Vendor Name	Customer #	Amount	Pay Date	PDP Extract Date	Paid?
2565	9301374	1645	Department-Approved	No	No	CARDINAL HEALTH/PHARMACEUTICAL		20.44	07/28/2014	2014-07-28 19:06:34.0 disbursement info	Yes
2564	9309167	1645	Department-Approved	No	No	CARDINAL HEALTH/PHARMACEUTICAL		6.56	07/28/2014	2014-07-28 19:06:34.0 disbursement info	Yes
16130	9836731	1645	Department-Approved	No	No	CARDINAL HEALTH/PHARMACEUTICAL		106.38	11/06/2014		No
15975	9836731	1645	Cancelled	No	No	CARDINAL HEALTH/PHARMACEUTICAL		114.89	11/06/2014		No

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

The screenshot shows the 'Search for Payment' screen with search criteria: Customer Profile Unit: KUAL, Source Document Number: 99027, and Disbursement Number: (empty). Below the search buttons, it indicates 'One item found.' and displays a table of results. A red box highlights the 'Disbursement Type Name' (ACH) and 'Disbursement Number' (9003228) for the first result.

Actions	Customer	Source Document Number	Purchase Order Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
	IR-KUAL-PRAP	99027	1645	9301374	CARDINAL HEALTH/PHARMACEUTICAL	07/28/2014	07/28/2014	Extracted	ACH	9003228	20.44

Check Example

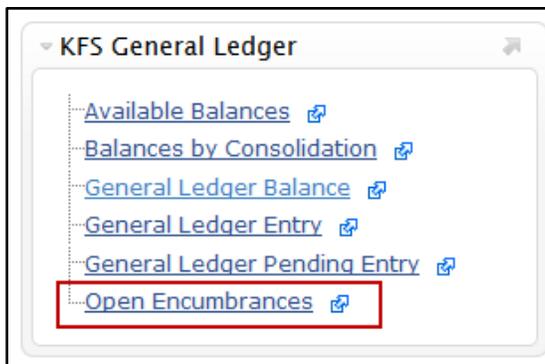
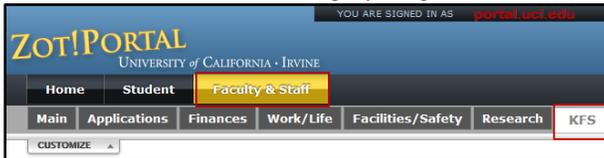
Actions	Customer	Source Document Number	Purchase Order Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
	IR-KUAL-PRAP	328673	3284	INV0079584	ASSOCIATED GROUP	10/02/2014	10/02/2014	Check Cleared	Check	4021372	70.00

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



The screenshot shows the Open Encumbrance Lookup form. The search button is highlighted with a red box. The form includes fields for Fiscal Year (2015), Chart Code (IR), Organization Code, Account Number, Sub-Account Number, Object Code, Sub-Object Code, Balance Type (EX), Document Type, Origin Code, Document Number, Include Pending Ledger Entry (No, Approved, All), UC Location Code, UC Account Number, and UC Fund Number. There are also search, clear, and cancel buttons.

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)

