1. KFS6 now allows users to look up Open Encumbrance balances on final approved Purchase Orders that are pending nightly batch processing based on the Purchase Order # vs the Doc (eDoc) Nbr. Previously, final approved, but pending PO/PO Amendment transactions were searchable only via the eDoc #, and encumbrance balances were not fully updated until the next day.

To include pending PO/POA amounts in Open Encumbrance balances, enter the Purchase Order # in the Document Number field. Be sure to select “All” in the Include Pending Ledger Entry section, then click Search. System will include the pending PO amount in the encumbrance balance.
2. KFS6 Open Encumbrance Lookup also excludes zero outstanding amounts as a default to minimize the display of extraneous entries on the screen.

To view the zero outstanding amounts, select “Include” in the Include Zeroed Out Encumbrances section, then click Search. System should display applicable accounting lines with $0.00 Outstanding Amounts.