



# Kuali Financial System KFS6 – Open Encumbrance Enhancements

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.

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
2018	SW	1134422	----	3000	---	EX	PO	01	151913	BEST BUY STORES LP	7,000.00	0.00	7,000.00	12/15/2017



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2. KFS6 Open Encumbrance Lookup also excludes zero outstanding amounts as a default to minimize the display of extraneous entries on the screen.

**Open Encumbrance Lookup** ?

Fiscal Year: 2018 |  
 Chart Code: |  
 Account Number: |  
 Sub-Account Number: |  
 Object Code: |  
 Sub-Object Code: |  
 Balance Type: EX |  
 Document Type: |  
 Origin Code: |  
 Document Number: 146054  
 Include Pending Ledger Entry:  No  Approved  All  
 Include Zeroed Out Encumbrances:  Include  Exclude  
 search clear cancel

No values match this search.

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.

**Open Encumbrance Lookup** ?

Fiscal Year: 2018 |  
 Chart Code: |  
 Account Number: |  
 Sub-Account Number: |  
 Object Code: |  
 Sub-Object Code: |  
 Balance Type: EX |  
 Document Type: |  
 Origin Code: |  
 Document Number: 6054  
 Include Pending Ledger Entry:  No  Approved  All  
 Include Zeroed Out Encumbrances:  Include  Exclude  
 search clear cancel

2 items retrieved, displaying all items.

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
2018	SW	1134062	----	3400	---	EX	PO	01	146054	FEDEX	10.46	10.46	0.00	07/14/2017
2018	SW	1134062	----	3700	---	EX	PO	01	146054	FEDEX	52.94	52.94	0.00	07/14/2017

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