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)