

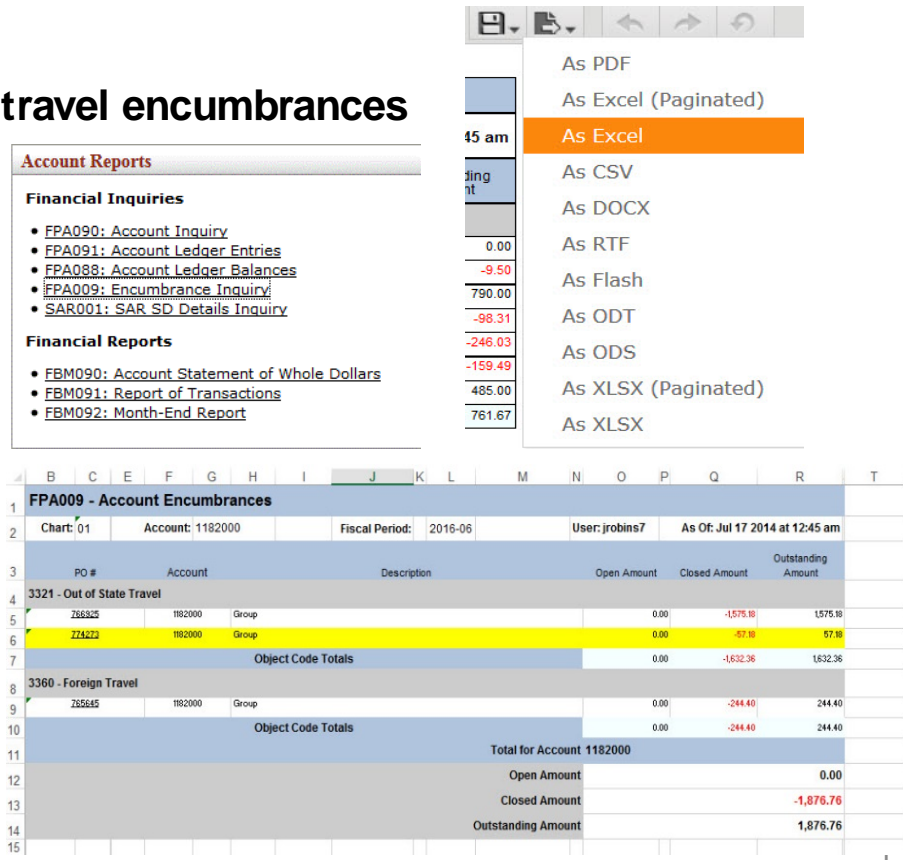
Travel Encumbrance Removal

If you have travel encumbrances that need to be removed please follow the instructions below. If you need assistance with travel encumbrance removals please contact KFS Support, 301-405-2603.

Please follow these instructions to remove travel encumbrances

1. KFS Web > Account Reports > FPA009 Encumbrance Inquiry
2. Export to Excel File
3. Indicate which encumbrances should be removed
4. Email file to kfs@umd.edu

Please Note: For January Travel Encumbrance Removals please submit your request no later than Jan 25th. Any encumbrances received after the deadline will be removed in February



Account Reports

Financial Inquiries

- [FPA090: Account Inquiry](#)
- [FPA091: Account Ledger Entries](#)
- [FPA088: Account Ledger Balances](#)
- [FPA009: Encumbrance Inquiry](#)
- [SAR001: SAR SD Details Inquiry](#)

Financial Reports

- [FBM090: Account Statement of Whole Dollars](#)
- [FBM091: Report of Transactions](#)
- [FBM092: Month-End Report](#)

45 am

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0.00

-9.50

790.00

-98.31

-246.03

-159.49

485.00

761.67

As PDF

As Excel (Paginated)

As Excel

As CSV

As DOCX

As RTF

As Flash

As ODT

As ODS

As XLSX (Paginated)

As XLSX

PO #	Account	Description	Open Amount	Closed Amount	Outstanding Amount
3321 - Out of State Travel					
268925	1182000	Group	0.00	-1,575.18	1,575.18
224222	1182000	Group	0.00	-57.18	57.18
Object Code Totals			0.00	-1,632.36	1,632.36
3360 - Foreign Travel					
255645	1182000	Group	0.00	-244.40	244.40
Object Code Totals			0.00	-244.40	244.40
Total for Account 1182000					
Open Amount			0.00		
Closed Amount			-1,876.76		
Outstanding Amount			1,876.76		