



Invoice Lookup

Overview: This job aid provides instruction on how to look up an invoice in the Kuali Financial System (KFS), which are processed as Payment Request eDocs.

Search for the Payment Request eDoc

1. Login to [EBS](#).
2. Click the **Financial System** tile.
3. On the Main Menu, under Custom Document Search, select the **Payment Requests** link.

Custom Document Searches

Financial Transactions

Accounts Receivable

- Cash Controls
- Customer Credit Memos
- Customer Invoices
- Customer Invoice Writeoffs
- Payment Applications

Capital Asset Management

- Asset Maintenance

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

- Electronic Invoice Rejects
- **Payment Requests** (highlighted)
- Purchase Orders
- Requisitions
- Vendor Credit Memos

4. On the document search screen, **search** for the payment request using any of the available search criteria. Commonly used search criteria include:
 - a. Invoice number
 - b. Purchase order (PO) number
 - c. Requisition number
5. Click **Search**.



6. Within the search results, select the **document number** in the **Document Id** column to open the eDoc.

One item retrieved.

Document Id	Status	Document Description	Org Doc Number	Payment Request #	Invoice Number	Purchase Order #
1388386	FINAL			109943	111111	53925

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Find Payment Request on a related eDoc

1. Within a Purchase Order eDoc or a Requisition eDoc, click **Show** on the **View Related Documents** tab.

ACCOUNT SUMMARY

View Related Documents

View Payment History

► show

2. Associated invoices are listed under the **Most Recent Payment Requests** section. Click on the document number to open the Payment Request eDoc.

View Related Documents

Requisition - 57115 [show](#)

Purchase Order [show](#)
Purchase Order - Doc # 1341399

Most Recent Payment Requests

Payment Request Document - 109943 [show](#)