

Invoice Payment Lookup

Overview: This job aid provides instruction on how to look up an invoice payment (disbursement) information in the Kuali Financial System (KFS).

Search for the payment

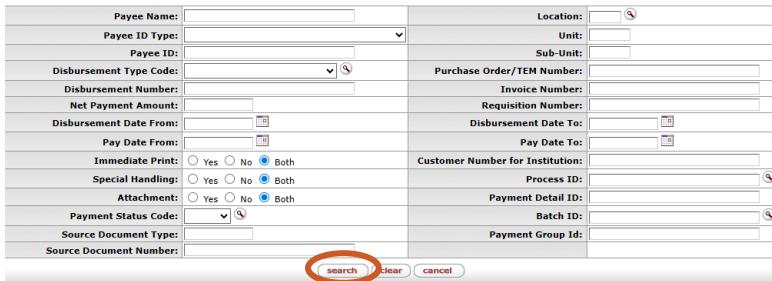
1. Login to [EBS](#).
2. Click the **Financial System** tile.
3. Navigate to the **Maintenance** tab.



4. Under the Pre-Disbursement Processor column, select the **Search for Payment** link.
 - a. **Note:** An MSU Financial Document Preparer role #54 is needed to perform this search. Submit a [TDX access request](#) for this role.

- [Payment Spreadsheet Upload](#)
- [Payment Type](#)
- [Payment Status](#)
- [Search for Payment](#)

5. On the document search screen, enter the desired criteria, such as the invoice number, requisition number, or PO number (Purchase Order/TEM Number). The **Source Document Number** field can be used to search for the Payment Request eDoc number, if known. Click **search**.



6. Depending on the search criteria used, there may be multiple disbursements reflected. Search results will include the following fields.
 - a. The **Pay Date** is the day a check should be issued based on payment terms and invoice date.
 - b. The **Disbursement Date** is the actual issuance date of the payment. A blank Disbursement Date indicates that a payment has not yet been issued.

Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name
5005244		08/26/2021	08/25/2021	Extracted (Stale)	Check
5005465		09/23/2021	09/22/2021	Extracted (Stale)	Check
5007053		04/07/2022	04/05/2022	Extracted (Stale)	Check

Find disbursement details on Payment Request eDoc

1. Within a [Payment Request eDoc](#), click **Show** on the **View Payment History** tab.



2. The **Pay Date** and payment status are displayed. To see the Disbursement Date and related information, click the **disbursement info** button.

Pay Date	PDP Extract Date	Paid?
12/26/2011	2011-12-26 00:00:00.0	Yes

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