



Invoice Lookup

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

1. After logging in to EBS, click the **Financial System** tile and go to:
Main Menu > Custom Document Searches > Purchasing/Accounts Payable > Payment Requests

The screenshot shows the Kual Financial System (KFS) Main Menu. The 'Custom Document Searches' section is highlighted, showing a list of search options. 'Payment Requests' is circled in red.

Document Search (V)

Searches

* required field

2. On the Document Search screen, enter the invoice number
any other available parameters and click **Search**.

The screenshot shows the Document Search screen. The 'Invoice Number' field is circled in red. The 'Search' button is also circled in red.

Document Type: PREC

Initiator:

Document ID:

Application Document Status:

Date Created From:

Date Created To:

Document Description:

Organization Document Number:

Invoice Number:

Purchase Order #:

Requisition #:

Vendor #:

PO Chart Code:

PO Organization Code:

Payment Request Responsibility Center Code:

Payment Request Reports To Organization Code:

Process Campus:

Customer #:

Invoice Date From:

Invoice Date To:

Pay Date From:

Pay Date To:

AP Processed Date From:

AP Processed Date To:

Extracted:

Hold:

Request Cancel:

Receiving Required:

Payment Request Positive Approval Required:

Requisition Source Code:

Invoice Received Date From:

Invoice Received Date To:

Chart Code:

Account Number:

Organization Code:

Responsibility Center Code:

Reports to Organization:

Ledger Document Type:

Total Amount:

Search Result Type:

Name (this search is optional):

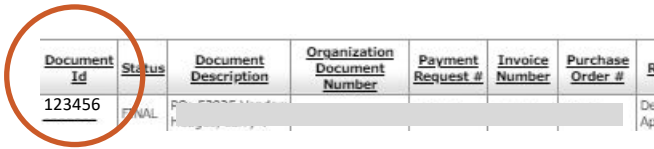
Search

Close

Cancel

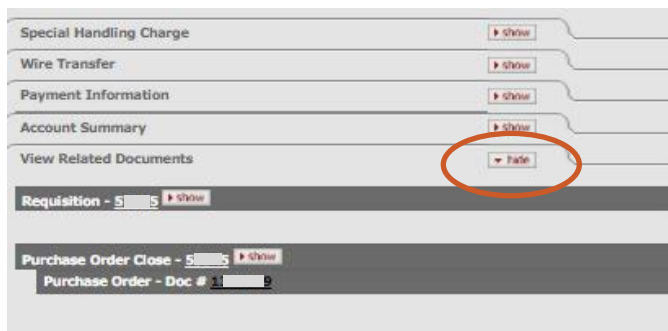


3. The search results will appear at the bottom of the screen. Click on the **document number** in the **Document Id** column.



Document Id	Status	Document Description	Organization Document Number	Payment Request #	Invoice Number	Purchase Order #	R
123456	FINAL						De Ap

4. On the Payment Request screen, under the View Related Documents tab, click **show**. Here you can access and view other documents related to the invoice.



Special Handling Charge [show](#)

Wire Transfer [show](#)

Payment Information [show](#)

Account Summary [show](#)

View Related Documents [show](#)

Requisition - 5 [show](#)

Purchase Order Close - 5 [show](#)

Purchase Order - Doc # 1 [show](#)