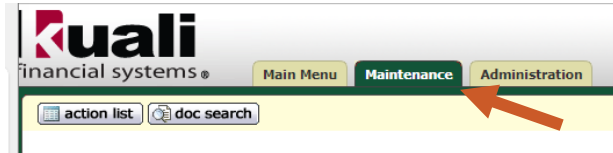




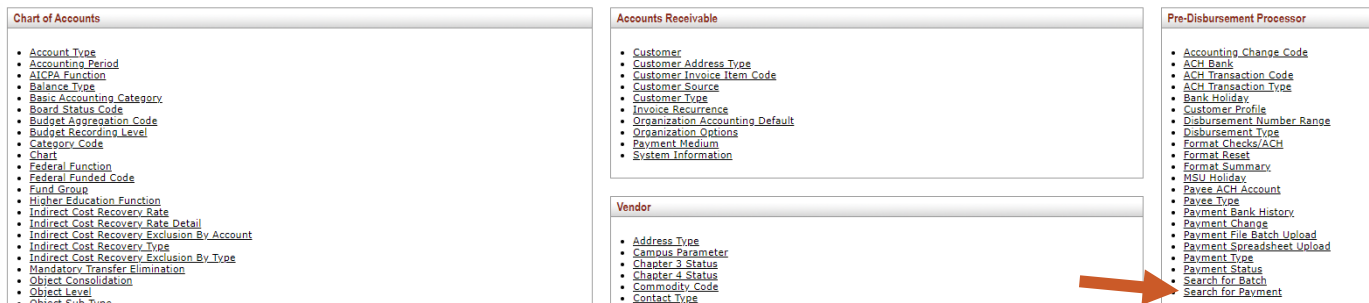
Disbursement Lookup

Overview: This job aid provides instruction on how to look up disbursement info in the Quali Financial System (KFS).

1. After logging in to EBS, click the **Financial System** tile and navigate to the **Maintenance** tab.



2. Select the **Search for Payment** option under the Pre-Disbursement Processor menu.
 - a. **Note:** An MSU Financial Document Preparer role #54 is needed to perform this search. A Team Dynamics request may need to be submitted by your department to add this role.



3. On the Document Search Screen and enter the following info in the **Source Document Number** field:
 - a. **KFS disbursement:** Payment Request eDoc number
 - b. **SAP Ariba disbursement:** SAP Ariba PO number

The screenshot shows the 'Search for Payment' form. The 'Source Document Number' field is highlighted with a red arrow. The 'search' button is circled in red. Other fields include Payee Name, Payee ID Type, Disbursement Type Code, Disbursement Number, Net Payment Amount, Disbursement Date From, Pay Date From, Immediate Print, Special Handling, Attachment, Payment Status Code, and Source Document Type.

4. Click **Search**.
5. Depending on the criteria put in the search, there may be multiple disbursements to the same vendor.
 - a. The results summary information includes the **Disbursement Number** and the **Disbursement Date**.
 - i. **Note:** The Disbursement Date is the date the disbursement was issued, not the Pay Date.

Line	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number
021	07/25/2021	Extracted	Check	2000844190
021	09/22/2021	Extracted	Check	2000844190
022	04/05/2022	Extracted	Check	2000875342
021	11/30/2021	Extracted	Check	2000855907
022	03/08/2022	Extracted	Check	2000870886