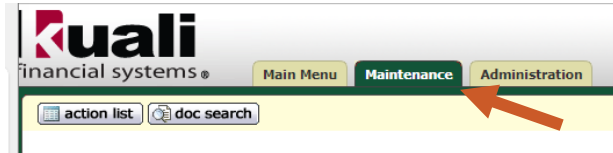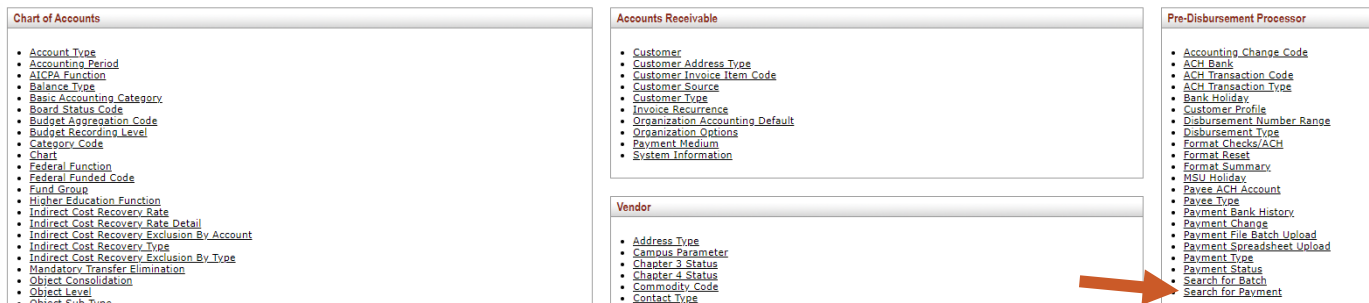# Disbursement Lookup

Overview: This job aid provides instruction on how to look up disbursement info in the Kuali 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

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.