

Job Aids

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.

Chart of Accounts	Accounts Receivable	Pre-Disbursement Processor
Accounting Period Accounting Period AlGPA Function Bails Accounting Category Bails Accounting Category Board Status Code Budget According Level Accounting Category Code Sudget Recording Level Accounting Category Federal Function Federal Function	Cuidomer Vroe Trovice Recurrence Trovice Cuidomer Cuid	Accounting Change Code ACH Bank ACH Transaction Code ACH Transaction Type Bank Holiday Customer Profile Disburgement Number Range Disburgement Number Range Eomat Suscessful Format Summary MSU Holiday
Eurod Group Higher Education Function Indirect Cost Recover, Rate Detail Indirect Cost Recover, Rate Indirect Cost Recover, Rate Indirect Cost Recover, Rate Indirect Cost Recover, Nucle Indirect Recover, Nucl	Vendor Address Tyre Cambus Parameter Cambus Parameter Photos A Status Cambus C	Payes ACH Account Payes Two Payes Two Payes Two Payes Two Payment Sant Hoload Payment Is Rath Hoload Payment Two Payment Two Payment Two Sarth for Bath Search for Payment

- 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

Search for Payment		-
Payee Name		
Payee ID Type	×	
Payee ID		
Disbursement Type Code	v (
Disbursement Number		
Net Payment Amount		
Disbursement Date From		
Pay Date From		
Immediate Print	○ Yes ○ No ® Both	
Special Handling	○ Yes ○ No ® Both	
Attachment	○ Yes ○ No	
Payment Status Code		
Source Document Type		
Source Document Number		
	search	ar cancel

- 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.

<u>), te</u>	Disbursement Date	ayment Status	Disbursement Type Name	Disbursement Number
1021	05/0001	Extracted	Check	200-220270
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

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If you have any questions, please contact Accounts Payable at (517) 353-2011.