Locating Asset Payments in KFS

Overview: This job aid demonstrates how to locate a capital asset payment in the Kuali Financial System (KFS).

1. Log in to ebs.msu.edu and click the Financial System tab.

2. Navigate to the Lookup and Maintenance section and select Asset Payment.

3. Enter the Asset Number in the Asset Payment Lookup screen select Search.
4. From the search results, select the Asset Number link on the row of the asset you wish to lookup payment for.

5. The Payments, Payments Summary, and Payments Lookup tabs provide information about existing payments on assets.