



Invoice Lookup

Overview: This job aid provides instruction on how to look up an invoice in the Quali 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 Quali Financial Systems interface. The top navigation bar includes 'Main Menu', 'Maintenance', and 'Administration'. The user is logged in as 'kbaer'. The left sidebar lists various transaction types, with 'Purchasing/Accounts Payable' selected. The main content area shows 'Custom Document Searches' with a list of options. 'Payment Requests' is circled in red.

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

The screenshot shows the 'Document Search' form. The 'Invoice Number' field is circled in red. The 'Search' button at the bottom is also circled in red. The form includes various search criteria such as 'Document Type', 'Date Created From/To', 'Organization Document Number', 'Payment Request #', 'Purchase Order #', 'Requisition #', 'Vendor #', 'PO Chart Code', 'Payment Request Responsibility Center Code', 'Payment Request Reports To Organization Code', 'Process Campus', 'Customer #', 'Invoice Date From/To', 'Invoice Received Date From/To', 'Chart Code', 'Account Number', 'Organization Code', 'Responsibility Center Code', 'Reports to Organization', 'Ledger Document Type', 'Total Amount', and 'Search Result Type'.



- 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 Apr

- 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.

The screenshot shows a list of document types with 'show' buttons: Special Handling Charge, Wire Transfer, Payment Information, Account Summary, and View Related Documents. The 'View Related Documents' section is expanded, showing a 'show' button circled in red. Below it, there are sections for 'Requisition - 5' and 'Purchase Order Close - 5', each with a 'show' button. The 'Purchase Order - Doc #' field is also visible.