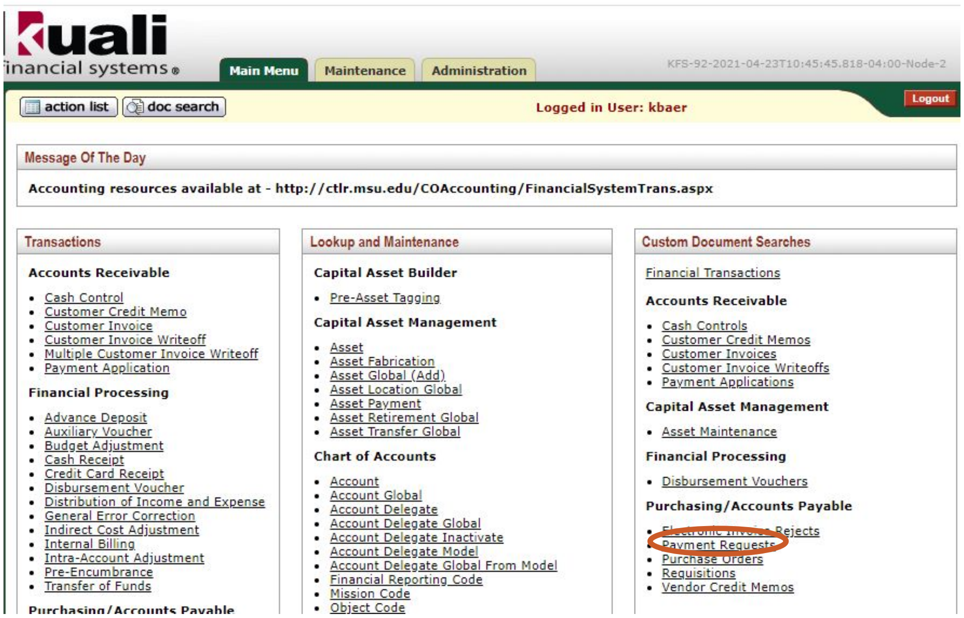
University Procurement and Logistics
Accounts Payable
MICHIGAN STATE UNIVERSITY

Job Aids

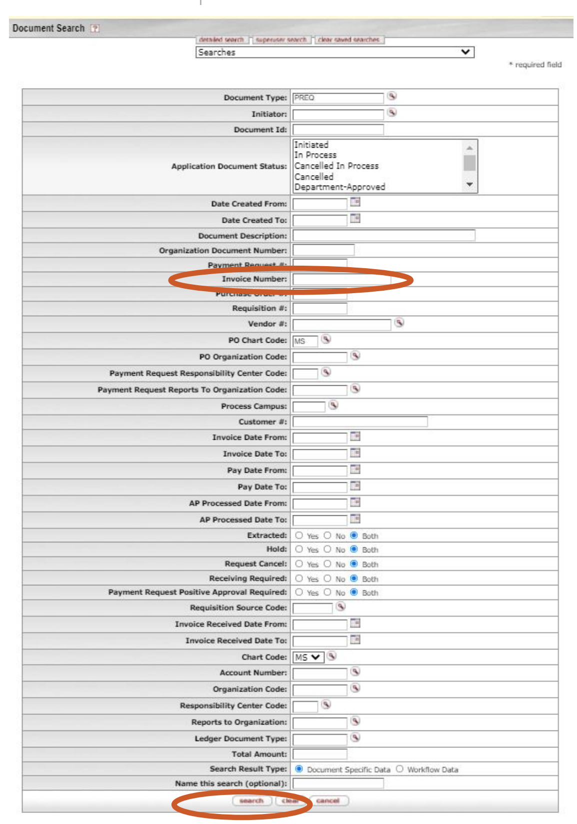
Invoice Lookup

Overview: This job aid provides instruction on how to look up an invoice in the Kuali Financial System (KFS).

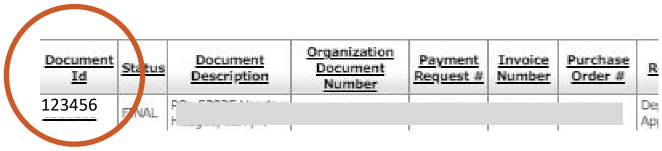
1. After logging in to EBS, click the **Financial System** tile and go to:
   Main Menu > Custom Document Searches > Purchasing/Accounts Payable > Payment Requests



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



3. The search results will appear at the bottom of the screen. Click on the **document number** in the **Document Id** column.



4. 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.