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**.

If you have any questions or need assistance, please contact Accounts Payable at (517) 355-2011.
3. The search results will appear at the bottom of the screen. Click on the **document number** in the **Document Id** column.

![Document Id Table]

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.

![Payment Request Screen]