



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 go to:
Main Menu > Custom Document Searches > Purchasing/Accounts Payable > Payment Requests

The screenshot shows the Kuali Financial System main menu. The 'Custom Document Searches' section is expanded, showing a list of search categories. Under 'Purchasing/Accounts Payable', 'Payment Requests' is circled in red. Other categories include Financial Transactions, Accounts Receivable, Capital Asset Management, and Financial Processing.

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 contains various fields for document details, including Document Type, Initiator, Date Created, and various organizational codes.



- 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 Api

- On the Payment Request screen, under the Invoice info tab, click **show**. Here you can access the disbursement info box.

Invoice Info ▼ hide

Invoice Info

* Invoice Number:	93851287	Purchase Order #:	559538
Pay Date:	06/13/2021 No (Immediate Pay)	PO Notes:	Yes
* Invoice Date:	05/14/2021	Payment Request Cost Source:	ESTIMATE
PO End Date:	06/30/2021	Type of Recurring Payment:	
Payment Attachment Indicator:	No	AP Processed Date:	05/26/2021 04:38 PM
Extract Date:	06/02/2021 12:00 AM disbursement info		
Invoice Received Da	/21/2021		

- Click on the **disbursement info box** to reveal the related information.
Note: The disbursement date is the date the disbursement was issued, not the pay date.

Actions	Customer	Source Document Number	Purchase Order/TEM Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
Cancel	EL-KUAL-PRDD				EL-KUAL-PRDD	06/13/2021	06/09/2021	Extracted			573.31