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

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 Invoice info tab, click show. Here you can access the disbursement info box.

5. 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.