

# SEARCHING FOR PAYMENTS IN KFS

Go To KUALI MAIN MENU and click on the MAINTENANCE TAB

Under Pre-Disbursement Processor - Click SEARCH FOR PAYMENT

- [Disbursement Voucher Travel Mileage Rate](#)
- [Disbursement Voucher Travel Per Diem](#)
- [Disbursement Voucher Wire Charge](#)
- [Fiscal Year Function Control](#)
- [Function Control Code](#)
- [Non-Resident Alien Tax Percent](#)

- [Method of PO Transmission](#)
- [Negative Payment Request Approval Limit](#)
- [Organization Parameter](#)
- [Payment Request Auto Approve Exclusion](#)
- [Payment Request Status](#)
- [Purchase Order Contract Language](#)
- [Purchase Order Quote Language](#)
- [Purchase Order Quote List](#)
- [Purchase Order Quote Status](#)
- [Purchase Order Status](#)
- [Purchase Order Vendor Choice](#)
- [Receiving Address](#)
- [Receiving Threshold](#)
- [Recurring Payment Frequency](#)
- [Recurring Payment Type](#)
- [Requisition Source](#)
- [Requisition Status](#)
- [Sensitive Data](#)
- [Vendor Stipulation](#)

**Pre-Disbursement Processor**

- [Accounting Change Code](#)
- [ACH Bank](#)
- [ACH Transaction Code](#)
- [ACH Transaction Type](#)
- [Customer Profile](#)
- [Disbursement Number Range](#)
- [Disbursement Type](#)
- [Format Checks/ACH](#)
- [Format Reset](#)
- [Format Summary](#)
- [Payee ACH Account](#)
- [Payee Type](#)
- [Payment Bank History](#)
- [Payment Change](#)
- [Payment File Batch Upload](#)
- [Payment Type](#)
- [Payment Status](#)
- [Search for Batch](#)
- [Search for Payment](#)

**Capital Asset Management**

- [Asset Acquisition Type](#)
- [Asset Condition](#)
- [Asset Depreciation Convention](#)
- [Asset Depreciation Method](#)
- [Asset Location Type](#)
- [Asset Object Code](#)
- [Asset Retirement Reason](#)
- [Asset Status](#)
- [Asset Transaction Type](#)

Enter desired lookup criteria in the fields below. Wildcards (\*) can be used for many of the fields. Click Search.

A list of checks will appear based on your criteria. In this case, a wildcard search of Payees with \*AMERICA\* in the vendor name returns all payments to payees that contain the word "America".

Actions	Customer	Source Document Number	Purchase Order Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
<a href="#">Cancel Disbursement</a> <a href="#">Cancel Reissue</a>	HC-KUAL-DV	15319		4302012	AMERICAN ASSOC OF UNIVERSITY WOMEN	07/10/2012	07/12/2012	Extracted	Check	139	175.00
<a href="#">Cancel Disbursement</a> <a href="#">Cancel Reissue</a>	HC-KUAL-DV	15017		Annual Dues	AMERICAN COUNCIL OF LEARNED SOCIETIES	07/31/2012	08/02/2012	Extracted	Check	509	1,000.00
<a href="#">Cancel Disbursement</a> <a href="#">Cancel Reissue</a>	HC-KUAL-DV	17832		MEM 029978	AMERICAN COUNCIL ON EDUCATION	07/25/2012	08/02/2012	Extracted	Check	537	1,964.00
<a href="#">Cancel Disbursement</a> <a href="#">Cancel Reissue</a>	HC-KUAL-DV	15885		9-71009	AMERICAN EXPRESS	07/11/2012	07/12/2012	Extracted	Check	136	14,133.65
<a href="#">Cancel Disbursement</a> <a href="#">Cancel Reissue</a>	HC-KUAL-DV	19726		07282012	AMERICAN EXPRESS	08/08/2012	08/09/2012	Extracted	Check	794	27,583.67
<a href="#">Cancel Disbursement</a> <a href="#">Cancel Reissue</a>	HC-KUAL-DV	19306		3787-011740-71000	AMERICAN EXPRESS	08/04/2012	08/09/2012	Extracted	Check	606	700.65

Click the document number to see check details. Please note, as with all documents searches in Kual, you must be an initiator or be in the workflow routing for approval, acknowledgement, or FYI to have the ability to see document details.