SEARCHING FOR PAYMENTS IN KFS

Go To KUALI MAIN MENU and click on the MAINTENANCE TAB

Under Pre-Disbursement Processor - Click SEARCH FOR PAYMENT

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”.

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