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Searching for Checks/ACH Payments to Vendors

Users may search for check/ACH (Automated Clearing House) payments to vendors in various ways through the Search for Payment Lookup and General Ledger Entry lookup, on the purchase order, the disbursement voucher, and on the payment request.

**Business rule:** To use the Search for Payment lookup, the user is required to have **KFS Role 18, Payment Viewer**, as part of their KFS Financial System user profile. To request KFS access or to add role 18, please have your Fiscal Administrator (FA) submit an [FSO-40 form](#).

To search for a check/ACH payment to a vendor, go to the Maintenance tab, Pre-Disbursement Processor menu group, and select Search for Payment.

Maintenance | Pre-Disbursement Processor | Search for Payment

Below is the Search for Payment Lookup Screen:

![Screen Shot](image.png)
To return search results, at least one (1) search criteria must be completed. To narrow search results, enter additional fields to reduce the number of transactions matched.

- **Payee Name** – Enter the name of person or entity that payment was made to. Refer to the Search Criteria Quick Reference Guide for tips and special characters used in performing searches if the exact Payee Name is not known.
- **Location** – Enter the Chart Code or click on the magnifying glass to select desired chart code for the customer profile.
- **Payee ID Type** – Select the desired type from the drop-down menu. Valid Types are: Employee ID, Federal Employer Identification Number (FEIN), Social Security Number, Entity ID, Vendor Number, Other, Customer Number.
- **Unit** – Enter the 4 character code that is part of the customer profile.
- **Payee ID** – Enter the code for the person or entity payment was made to (e.g., vendor number or employee ID).
- **Sub-Unit** – Enter the 2-4 character code that is part of the customer profile.
- **Disbursement Type Code** – Payment method. Select ACH or Check from the dropdown menu.
- **Purchase Order/TEM Number** – Enter the purchase order number, if known. UH does not utilize the Travel and Event Management (TEM) module.
- **Disbursement Number** – Enter the ACH or Check number.
- **Invoice Number** – Enter the invoice number.
- **Net Payment Amount** – Enter the dollar amount of the total payment.
- **Requisition Number** - Enter the requisition number.
- **Disbursement Date From** – Enter the ACH or check date to search from in date format mm/dd/yyyy or use the calendar icon to select desired date.
- **Disbursement Date To** – Enter the ACH or check date to search to in date format mm/dd/yyyy or use the calendar icon to select desired date.
- **Pay Date From** – Enter pay date to search From in date format mm/dd/yyyy or use the calendar icon to select desired date.
• **Pay Date To** – Enter pay date to search To in date format mm/dd/yyyy or use the calendar icon to select desired date.

• **Immediate Print** – Default option is Both. Select 'yes' to include payments flagged for immediate payment or 'no' to exclude the flagged payments. Choose 'Both' if you want your search to return results regardless of whether or not they're marked for immediate printing.

• **Customer Number for Institution** – Number can be assigned on the vendor record.

• **Special Handling** – Default option is Both.

• **Process ID** – System generated number, enter if known.

• **Attachment** – Default option is Both.

• **Payment Detail ID** – System generated number, enter if known.

• **Payment Status Code** – Select desired status code from drop down menu. CDIS = Cancel Disbursement, CLRD = Cleared Check, CPAY = Cancel Payment, EXCP = Exception, EXTR = Extracted, FORM = Selected for Format, HELD = Held, HTXB = Held for Tax (NRA - Empl), HTXE = Held for Tax (Employee), HTXN = Held for Tax (NRA), ISSD = Issued Check, OPEN = Open Payment, PACH = Pending/ACH, PCHK = Pending/Check, STAL = Stale Check, STOP = Stopped Check Payment, VOID = Void Check.

• **Batch ID** – System generated number, enter if known.

• **Source Document Type** – Type of payment document. Examples are: PREQ, DV.

• **Payment Group ID** – System generated number, enter if known.

• **Source Document Number** – Enter the eDoc number.

Upon completion of desired fields, click “Search” to search for payments that match the criteria entered.
Search for Payments on Purchase Order

To search for payments on a purchase order (PO), search using the custom document search or input the desired document number or purchase order number and open the document.

Main Menu | Custom Document Searches | Purchasing/Accounts Payable | Purchase Orders
Enter the purchase order number in the Purchase Order # field and click “enter” to search.

Click on the desired Document Id to view the purchase order details.

To view the purchase order payment history, click on the “View Payment History” tab.
Click the “show” button on the “View Payment History” Tab. Click the “disbursement info” button under the PDP Extract Date to open the “Search for Payment” window. Note: The “disbursement info” button is not available if the payment request has not yet been extracted for payment.

- Disbursement Date – Date the check was issued.
• **Payment Status** – Extracted. Other statuses are Cleared Check, Cleared Check (Reissued), Extracted Check (Reissued).

• **Disbursement Type Name** – Payment method - Check or ACH.

• **Disbursement Number** – ACH or Check Number.
Search for Payments on Payment Request

To search for payments on a payment request (PREQ), search using the custom document search or input the desired document number or payment request number and open the document.

Main Menu | Custom Document Searches | Purchasing/Accounts Payable | Payment Requests
Enter the payment request number in the Payment Request # field and click “enter” to search.

Click on the desired document to view the payment request details.
To view the payment history, click on the “Invoice Info” and “View Payment History” tab. The “Invoice Info” will show the status of the specific PREQ. The “View Payment History” will list all of the PREQs for the PO.

In the Invoice Info tab, click on the “disbursement info” button in the Extract Date field.

The Search for Payment screen will be displayed for that invoice number.

- **Disbursement Date** – Date the check was issued.
- **Payment Status** – Extracted. Other statuses include but are not limited to Cleared Check, Cleared Check (Reissued), Extracted Check (Reissued), Cancel Disbursement.
- **Disbursement Type Name** – Payment method - Check or ACH.
- **Disbursement Number** – ACH or Check Number.
In the View Payment History tab, click on the “disbursement info” button for the desired payment you want to view.

By clicking on the “disbursement info” button, the Search for Payment screen will be displayed.
Search for Payments on Disbursement Vouchers

To search for payments on a disbursement voucher (DV), search using the custom document search or input the desired document number and open the document.

Main Menu | Custom Document Searches | Financial Processing | Disbursement Vouchers
Enter the document number in the Document Id field. Below is the Document Search Lookup screen:

To view the payment information click on the “Pre-Disbursement Processor Status” tab, then the “disbursement info” button in the PDP Paid Date field.

The Search for Payment screen will be displayed.
- **Disbursement Date** – Date the check was issued.
- **Payment Status** – Extracted. Other statuses include but are not limited to Cleared Check, Cleared Check (Reissued), Extracted Check (Reissued), Cancel Disbursement.
- **Disbursement Type Name** – Payment method - Check or ACH.
- **Disbursement Number** – ACH or Check Number.