Searching for Payments Made to Payees

An eThority report can be used to return payment information as of the previous business day. Use the eThority link to login: ethority.reports.hawaii.edu  The eThority login window will open. Enter your UH email address and password and then click on the “Login” button.

The Databooks window opens. Scroll down to the KFS PurAP Databooks library and select the Search for Payment by Payee Number databook under the Field AP Templates subtopic.
The Control Values window opens. Enter the Payee ID (Vendor Number) and the date range for the check.

Click the “OK” button on the bottom of the Control Values window to display the payment information made to a payee by FO Code and by check number.