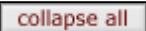




Searching for a Payment Request

Navigation: KFS > Main Menu > Custom Document Searches > Purchasing/Accounts Payable > Payment Requests

Step	Action
1.	Click the Payment Requests link. 
2.	Enter a valid value in the Purchase Order # .
3.	To scroll down, click the scrollbar .
4.	Click the search button. 
5.	To scroll down, click the scrollbar .
6.	A list of Payment Requests for the Purchase Order # entered will be displayed. To look at a specific payment, click on the Document Id link.
7.	It can be easier to navigate the Payment Request when the tabs are collapsed. Click the collapse all button. 
8.	To open the Invoice Info tab, click the show button. 
9.	On this tab you can see the invoice information entered by the Accounts Payable Processor .
10.	To close the Invoice Info tab, click the hide button. 
11.	To open the Process Items tab, click the show button. 
12.	On this tab, you can look at the Qty Invoiced field and see items that were invoiced on the selected payment. Furthermore, you can see the amount of the Purchase Order encumbrance has been relieved and the amount that was relieved specifically on this payment.
13.	To close the Process Items tab, click the hide button. 

Step	Action
14.	To open the Account Summary button, click the show button. 
15.	On this tab, you can see the accounting information related to this payment.
16.	To close the Account Summary tab, click the hide button. 
17.	To open the View Related Documents tab, click the show button. 
18.	On this tab, you can see ALL the documents that are related to the Payment Request including the Requisition, Purchase Order , other Payment Requests as well as other documents not shown in this tutorial such as Line Item Receiving, Purchase Order Amendment and Purchase Order Close .
19.	To close the View Related Documents tab, click the hide button. 
20.	To open the View Payment History tab, click the show button. 
21.	On this tab you can see all the Payment Requests made against the Purchase Order including the Payment Request you are currently viewing.
22.	To close the View Payment History tab, click the hide button. 
23.	To open the General Ledger Pending Entries tab, click the show button. 
24.	<p>The General Ledger Pending Entries (GLPE's) shows the accounting transactions that will post when the daily cycle is run.</p> <p>Seq #1 - Reduces the encumbered expense Seq #2 - Decreases the reserves for open encumbrances because of the disencumbered expense Seq #3 - Increases the expense because of the payment of the invoice Seq #4 - Reduces cash because of the payment of the invoice</p> <p>The entries will be displayed on this tab ONLY if the document has not yet posted to the General Ledger. Once, posted you can review the entries by using the General Ledger Entry link on the Main Menu of KFS.</p>
25.	To close the General Ledger Pending Entries tab, click the hide button. 
26.	This completes the tutorial Searching for a Payment Request .