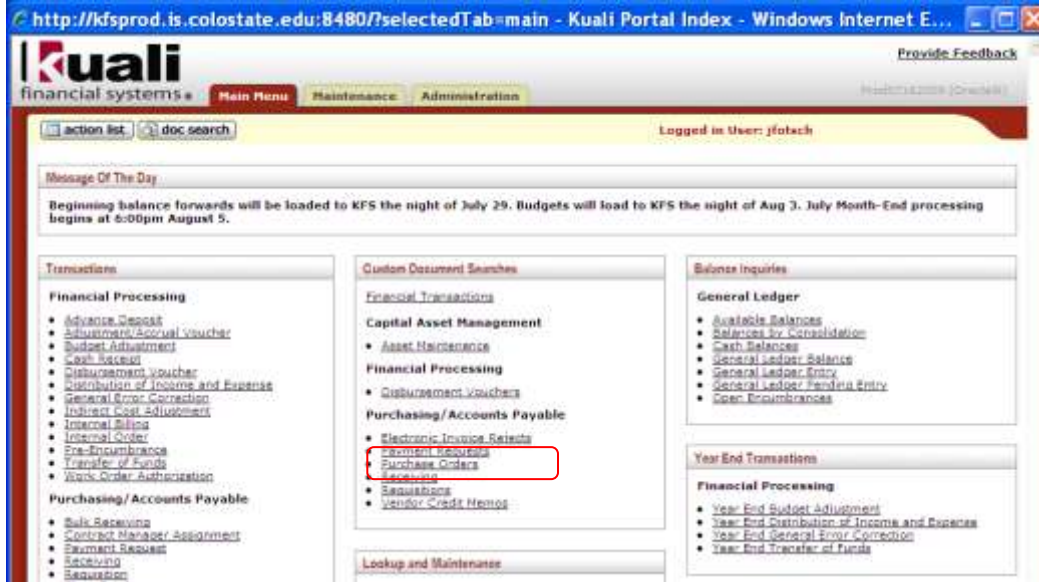


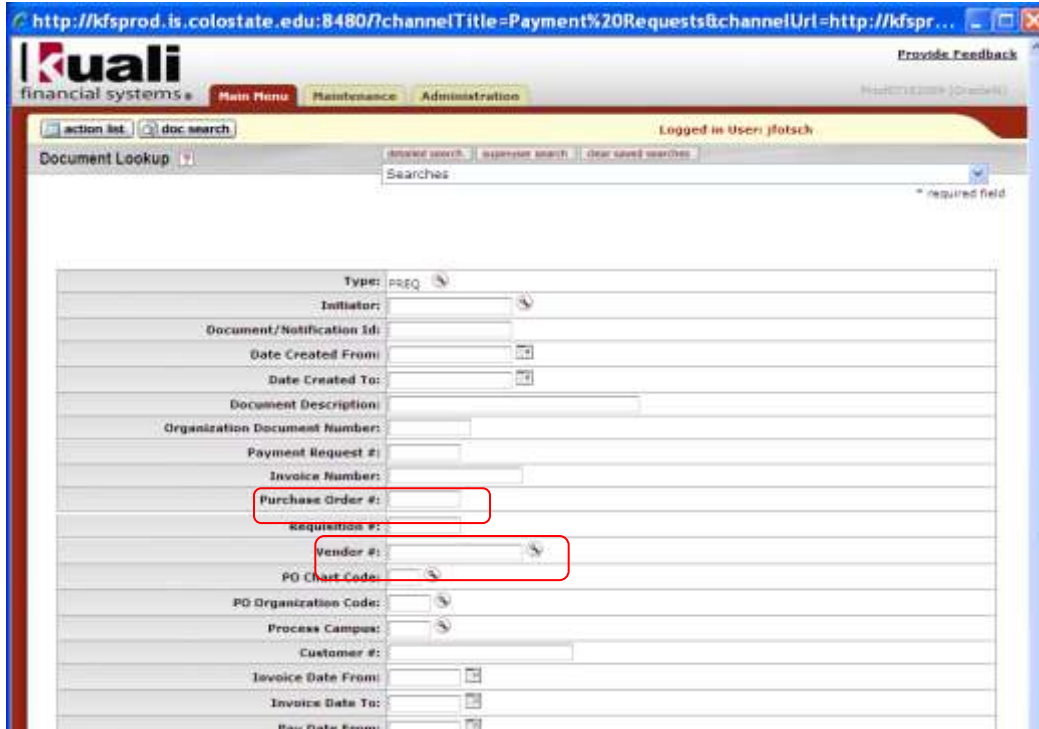
LOOKING UP PAYMENTS ON PO'S AND DV'S

PO PAYMENT LOOKUP

Main Menu- Payment Request Search



Lookup by Vendor or PO



List of Payment Requests against Architecture Plus(8647-0). Shows Paid or not, Select Document Number to see more info

http://kfsprod.is.colostate.edu:8480/?channelTitle=Payment%20Requests&channelUri=http://kfsprod - Windows Internet Explorer

Invoice Date From:
 Invoice Date To:
 Pay Date From:
 Pay Date To:
 AP Processed Date From:
 AP Processed Date To:
 Extracted: Yes No Both
 Hold: Yes No Both
 Request Cancel: Yes No Both
 Payment Request Status:
 Receiving Required: Yes No Both
 Payment Request Positive Approval Required: Yes No Both
 Chart Code:
 Account Number:
 Organization Code:
 Total Amount:
 Search Result Type: Document Specific Data Workflow Data
 Name this search (optional):

5 items found. Please refine your search criteria to narrow down your search.

5 items retrieved, displaying all items.

Document/Notification Id	Document Description	Organization Document Number	Payment Request #	Invoice Number	Purchase Order #	Payment Request Status	Hold	Request Cancel	Vendor	Customer #	Pay Date	Extract Date	Paid	Chart Code	Account Number	Organization Code	Total Amount	Route Log
327200	PO: 201005 Vendor: Architecture Plus P.C.	P194680	2006	appl#12/07-011	201005	Department-Approved	No	No	Architecture Plus P.C.		07/21/2009	07/23/2009	No	CC	7718130	6030	10823.68	
327693	PO: 202187 Vendor: Architecture Plus P.C.	P194026	2004	appl#8/07-009	202187	Auto-Approved	No	No	Architecture Plus P.C.		07/21/2009	07/22/2009	No	CC	7722150	6030	2780	
318254	PO: 201372 Vendor: Architecture Plus P.C.	P194411	1503	appl#6/07-055	201372	Auto-Approved	No	No	Architecture Plus P.C.		07/13/2009	07/14/2009	Yes	CC	7720780	6030	2375	
318244	PO: 200089 Vendor: Architecture Plus P.C.	P194336	1501	appl#10/07-053	200089	Department-Approved	No	No	Architecture Plus P.C.		07/13/2009	07/14/2009	Yes	CC	7720770	6030	861.5	

Select 'Disbursement Info' to see check number

KFS :: Payment Request

Payment Request

Doc Nbr: 318244 Status: FINAL
 Initiator: jfatach Created: 03:42 PM 07/13/2009
 Payment Request #: 1501 Payment Request Status: Department-Approved

Document Overview

Document Overview

* Description: PO: 200089 Vendor: Architecture Plus P C
 Org. Doc. #: P194336

Financial Document Detail

* Year: 2010 Total Amount

Payment Request Detail

Receiving Required: No Payment Request Post

Vendor

Vendor Address

* Vendor: Architecture Plus P C * City: Fort Collins
 Vendor #: 8687-0 State: CO
 * Address 1: 318 E Oak St Province:
 Address 2: Postal Code: 80524-291
 Attention: * Country: UNITED ST

Vendor Info

Customer #: Payment Terms: Net 30 Day
 Check Stub Notes: Shipping Title:
 Shipping Payment Terms:

Special Handling Instructions:

Invoice Info

Invoice Info

* Invoice Number: appl#10/07-053 * Pay
 Pay Date: 07/13/2009 No (Immediate Pay)
 * Invoice Date: 07/10/2009 Payment Requ
 PO End Date: Payment
 Payment Attachment Indicator: No Extract Date: 07/14/2009 07:05 AM Disbursement info AP
 * Bank Code: 02 GENERAL DISBURSEMENTS

'Disbursement Number' is the Check# and 'Disbursement Date' is the check date. Check numbers starting with a '1' are EFT and those starting with a '7' are paper checks.

KFS :: Lookup - Windows Internet Explorer

http://fiprod.c.colostate.edu:8480/kfs-pro/fr/lookup.do?cusPaymentDocNbr=318244&final

Search for Payment

Unit: CSU
 Sub-Unit: P&S
 Source Document Number: 318244
 Document Type: P&S
 Payment Group Id:
 Disbursement Number:

search clear cancel

One item retrieved.

Actions	Customer	Source Document Number	Purchase Order Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Document Status Code	Disbursement Type Name	Disbursement Number	Net Payment Amount
	HC-CSU-P&S	318244	200089	868710/07-053	Architecture Plus P C	07/13/2009	07/31/2009	8275	ACH	00438	841.53

DV PAYMENT LOOKUP

You can only see check numbers for Payment Requests against PO's, for Disbursement Vouchers you must look under the 'Pre-Disbursement Processor Status' Tab. Payment has been made only if it says Paid and gives a Paid Date

The screenshot shows a web browser window titled "KFS :: Disbursement Voucher - Windows Internet Explorer". The address bar shows the URL: <http://kfsprod.is.colostate.edu:8480/kfs-prd/financialDisbursementVoucher.do?methodToCall=do>. The browser interface includes standard menu items (File, Edit, View, Favorites, Tools, Help) and navigation buttons (Back, Forward, Home, Stop, Reload, Print, Page, Tools).

The main content area displays a "Disbursement Voucher" form. At the top, it shows the "Bank Code" as "02 GENERAL DISBURSEMENTS" and the "Total Amount" as "320.00".

The "Payment Information" section is expanded, showing a table of details:

Payment Information	
* Payment Reason Code:	Δ - < \$5000
* Payee ID:	7032-0
Payee Type:	Vendor
* Address 1:	U.S.C.I.S Calif Service Center
* City:	Laguna Niguel
Country:	US
* Check Amount:	320.00
Is this a foreign payee:	No
Is this payee an employee:	No
Is this an employee paid outside of payroll:	No
* Payment Method:	P - Check/ACH
* Check Stub Text:	HLB Visa extension petition processing fee for Hao Zhang
Payee Name:	Homeland Security Dept Of
Address 2:	Attn H Lb Cap, P O Box 10129
State:	CA
Postal Code:	92607-1012
* Due Date:	07/11/2009
Other Considerations:	Check Enclosure: No Special Handling: Yes <input type="checkbox"/> W-9/W-9BEN Completed Exception Attached: No
* Documentation Location Code:	AP - Accounts Payable

Below the payment information, there are several expandable sections: Accounting Lines, Contact Information, Special Handling, Nonresident Alien Tax, Wire Transfer, Foreign Draft, Non-Employee Travel Expense, and Pre-Paid Travel Expenses. Each section has a "show" button.

The "Pre-Disbursement Processor Status" section is expanded, showing a table of status information:

Disbursement Voucher Pre-Disbursement Processor Status	
Pre-Disbursement Processor Status:	Paid
PDP Extraction Date:	07/17/2009
PDP Paid Date:	07/20/2009
PDP Cancellation Date:	

At the bottom of the form, there are buttons for "send ad hoc request", "close", and "copy". The browser status bar at the bottom indicates "Trusted sites" and "100%" zoom.