Payment Inquiry

Using

FIS

Screens for Inquiry

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The “Find Payments” form shown below will open.

There are two ways to search for a payment, either by Payment information or Supplier information. When searching by payment information, enter the Voucher Number, in the Numbers box and click Find. When searching by Supplier Information, enter the Vendor Name (or part of the Vendor Name) in the Name box and then press the “TAB” key, as shown below.
The “Supplier Name” screen will appear, giving you a list of Supplier Names based upon the information keyed in.

Highlight the Supplier name you are looking for, and then press the “OK” button located below. (You may also press the ‘Enter Key’.)

Verify that this is the Supplier you want, and then press the “Find” button at the bottom of the dialog box.
The following Payment screen will appear, showing ALL payments to that particular supplier.

To select a particular payment, click anywhere on the payment line you are interested in. The ‘BLUE’ highlight should then be at the start of the payment line you selected.

As you select a Payment on the top half of the screen, the Invoice information on the bottom half of the screen will change to reflect the proper invoice that goes with the Payment.

To see additional information about this particular payment, click on the ‘Payment Overview’ button.
When clicking on the “Payment Overview” button, the following screen will give you detailed information about the payment.

To see more information regarding the Invoice (eForms Document), click on “Invoice Overview”
If you need to see more information regarding the Invoice (eForms Document), click on “Invoice Overview”. The following Invoice Overview screen will appear:

This screen gives you the basic overview of the Invoice and when it was paid. If distribution lines of the Invoice (eForms Document) need to be viewed, click on “Invoices,” and then click on the “Distributions” button. The following screen will appear:

Click ‘Invoices’ to see distribution lines of the invoice
All of the Funding lines that were on the eForms document will be shown here.

If the Payment Number is not known and the Invoice (eForms Document Number) is known, follow the steps in the “Invoice Inquiry Training Document” to view the information related to the Invoice.