

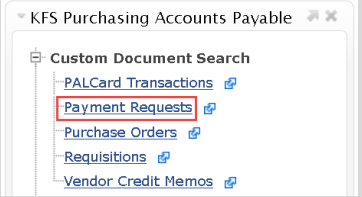
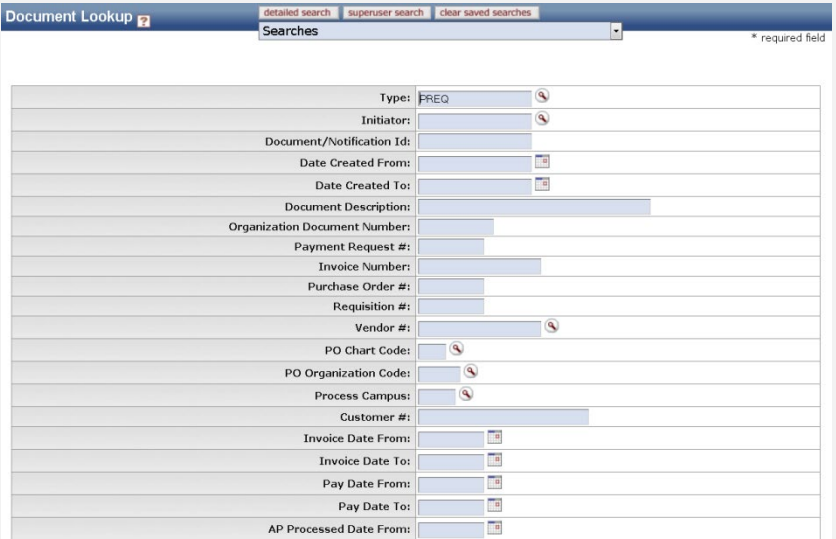
KUALI FINANCIAL SYSTEM

UNIVERSITY of CALIFORNIA · IRVINE

QUICK START GUIDE: LOOK UP A PAYMENT REQUEST (PREQ)

Summary: The most frequent searches for Payment Requests are available through the Custom Document Searches section. You can search with any combination of the available values and export the search results into CSV, Excel, or XML formats.

Replacement: KFS Payment Request (PREQ) Lookup replaces Invoice Activity (A38) in Zeus.

Steps	What you need to do	How to do it
1	Access KFS via ZOTPortal	<ol style="list-style-type: none"> Use your UCInetID and password to log in to https://portal.uci.edu/ Press the Faculty and Staff tab and then select the KFS tab
2	Access Payment Requests	<ol style="list-style-type: none"> Navigate to the KFS Purchasing Accounts Payable portlet Expand the Custom Document Search bullet Select Payment Requests 
3	Search	<ol style="list-style-type: none"> Enter desired search criteria <div style="margin-top: 10px;">  </div> <p>Note: You can search with partial information by placing an asterisk (*) before and/or after the portion of the search criteria known</p> Press the search button once you've entered your search criteria

4

Review search results

1. Sort items by selecting the titles in the header above the results

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

5 items found, displaying all items.

PAGE 1

Document/Notification Id	Document Description	Organization Document Number	Payment Request #	Invoice Number	Purchase Order #	Payment Request Status Description	Hold	Request-Cancel	Vendor	Customer #	Pay Date	Extract Date	Paid	Chart Code	Account Number	Organization Code	Ledger Document Type	Total Amount	Route Log
21285	PO: 1860 Vendor: OFFICE DEPOT, INC		1123	1411	1860	Department-Approved	No	No	OFFICE DEPOT, INC		05/02/2013		No	IR	OS11118	8035	PRWF	97.22	Log
21274	PO: 1853 Vendor: Life Technologies Corpo	B00753627	1122	123789654	1853	Department-Approved	No	No	Life Technologies Corporation		04/29/2013		No	IR	OS11178	8145		4,629.63	Log
21254	PO: 1621 Vendor: INVITROGEN CORPORATION	L00363617	1121	7Y1Y7HK878	1621	In Process	No	No	INVITROGEN CORPORATION		05/03/2013		No	IR	FG14351	8109		0.00	Log