KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

Payment Request Payment Status

This How-To guide is designed to help Kennesaw State University employees view a Payment Request voucher for payment status in the PeopleSoft System. Note: The Payment Request status must be vouchered.

Look Up Payment Status

This is only applicable to those users with AP Inquiry access in PeopleSoft, which typically includes Business Managers, Business Ops Professionals, and some others.

» Log into PeopleSoft.
» Select Accounts Payable from the menu.
» Navigate to Vouchers – Add/Update – Regular Entry – Find an existing value.
» The search can be completed by either the voucher ID, supplier number or supplier name.
» Once the voucher opens, click on the Payments tab.
» Scroll down to the Schedule Payment section.
» This section will include the Payment Date and Reference number.
» If these fields are blank, then no payment has been made yet.
» If this field contains a date, then that is the day that the check was issued, or direct deposit has been made.
» The Reference number is either a check or direct deposit (ACH/EFT).
» Check numbers begin with 8XXXXX and are mailed the following business day.
» Direct deposit numbers begin with 0XXXXX and are posted the following business day.

Look Up Status through Payment Request Center

This is only applicable for users with Requestor access.

» Log into PeopleSoft.
» Select Accounts Payable from the menu.
» Navigate to Payments – Payment Request – Payment Request Center
» Filter by Vouchered Status. Locate the Payment Request in the list.
» Payment Status will be in the Scheduled to Pay column.