

**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](https://www.usg.edu/gafirst-fin/).
* 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](https://www.usg.edu/gafirst-fin/).
* 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.