



To successfully transact in the Statewide Financial System (SFS), it is important to **first** refer to the related SFS Handbook. Job aids should be referred to as quick reminders on how to process transactions. SFS Handbooks provide more context and include screenshots.

Job Aid Number	JAA-VEN101-027
Purpose	This quick guide explains the process of how to search for and view payments associated to invoices submitted to agency business units by your organization.
User Role	INVOICE PROCESSOR, VENDOR INQUIRY
Date Modified	12/18/2023
Related SFS Handbook	SFS Training for Vendors

Concept

You can define your search criteria by using any combination of the following fields: Invoice Number, Payment Reference, From Payment Date, and To Payment Date.

The information displayed in the Search Results includes:

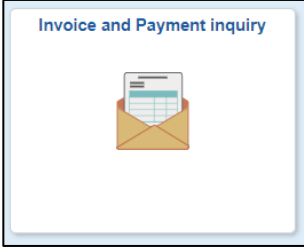
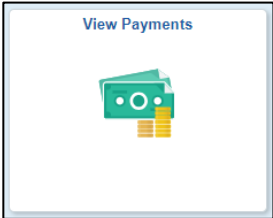
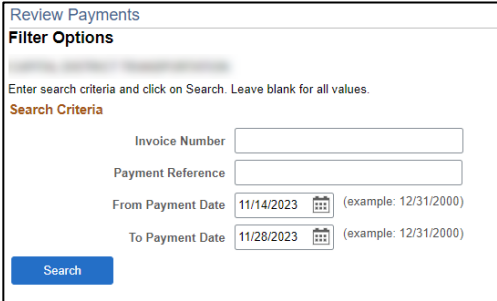
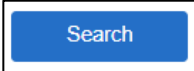
- Payment Reference, agency Business Unit, Invoice Number, Invoice Date, Payment Amount, Discount Amount, Interest Amount, Payment Date, Payment Method, Payment Status, the last four digits of the associated Bank Account Number, Payment Clear Date, and Amount.

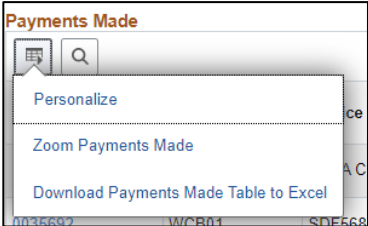
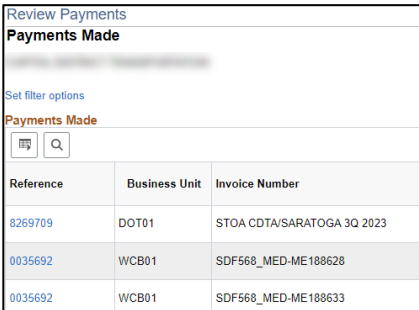
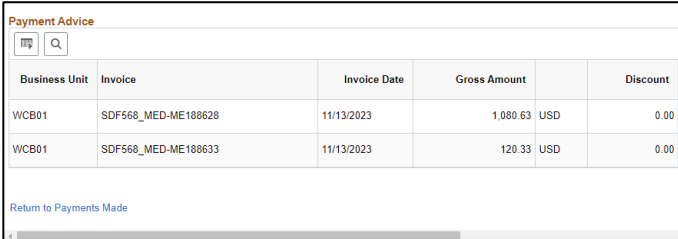
When you click on the applicable Payment Reference link from the search results, you will be redirected to the Payment Details page; which provides payment details associated to the invoice, the vendor's remit to address, and payment advice information.

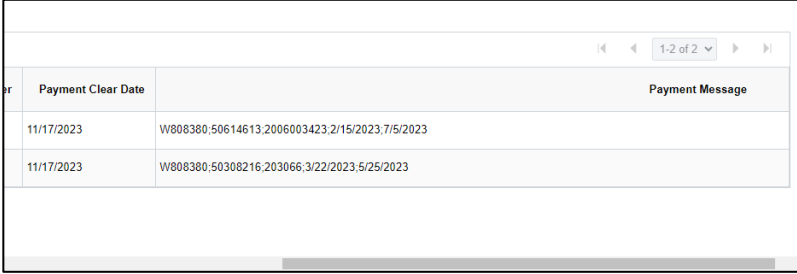

Predecessor(s)	
Transactions that should occur before this task.	
N/A	

Successor(s)	
Transactions that should occur after this task.	
N/A	

Procedure

Step	Action
1.	<p>From My Homepage, navigate to: Invoice and Payment Inquiry > View Payments.</p> <p>Click the Invoice and Payment Inquiry tile.</p>  <p>Alternative Navigation: From the NavBar navigate to: Menu > Review Payment Information > Review Supplier Payments.</p>
2.	<p>Click the View Payments tile.</p> 
3.	<p>On the Review Payments page, enter any known criteria into the applicable search criteria fields.</p> 
4.	<p>Click the Search button after entering the applicable search criteria.</p> 

Step	Action															
5.	<p>Note: Click the Grid Action Menu icon in the top left corner of the Payments Made grid and select Download Payments Made Table to Excel to download the search results into an excel spreadsheet that can be sorted and filtered as needed.</p> 															
6.	<p>Select the applicable Reference link to view payment detail information, including the payment message on the far right of the page for the associated invoice.</p>  <table border="1" data-bbox="391 1033 807 1180"> <thead> <tr> <th>Reference</th> <th>Business Unit</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>8269709</td> <td>DOT01</td> <td>STOA CDTA/SARATOGA 3Q 2023</td> </tr> <tr> <td>0035692</td> <td>WCB01</td> <td>SDF568_MED-ME188628</td> </tr> <tr> <td>0035692</td> <td>WCB01</td> <td>SDF568_MED-ME188633</td> </tr> </tbody> </table>	Reference	Business Unit	Invoice Number	8269709	DOT01	STOA CDTA/SARATOGA 3Q 2023	0035692	WCB01	SDF568_MED-ME188628	0035692	WCB01	SDF568_MED-ME188633			
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7.	<p>The Payment Details page displays the payment details associated to the invoice with the vendor's remit to address. Payment Advice information is displayed at the bottom of the page.</p> <p>Click the scrollbar at the bottom of the page to scroll to the right to view the additional Payment Advice columns, including Payment message.</p>  <table border="1" data-bbox="391 1434 1065 1671"> <thead> <tr> <th>Business Unit</th> <th>Invoice</th> <th>Invoice Date</th> <th>Gross Amount</th> <th>Discount</th> </tr> </thead> <tbody> <tr> <td>WCB01</td> <td>SDF568_MED-ME188628</td> <td>11/13/2023</td> <td>1,080.63 USD</td> <td>0.00</td> </tr> <tr> <td>WCB01</td> <td>SDF568_MED-ME188633</td> <td>11/13/2023</td> <td>120.33 USD</td> <td>0.00</td> </tr> </tbody> </table>	Business Unit	Invoice	Invoice Date	Gross Amount	Discount	WCB01	SDF568_MED-ME188628	11/13/2023	1,080.63 USD	0.00	WCB01	SDF568_MED-ME188633	11/13/2023	120.33 USD	0.00
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8.	<p>The additional Payment Advice columns display.</p>  <table border="1" data-bbox="391 403 1183 674"> <thead> <tr> <th data-bbox="391 478 537 510">Payment Clear Date</th> <th data-bbox="537 478 1183 510">Payment Message</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 520 537 548">11/17/2023</td> <td data-bbox="537 520 1183 548">W808380;50614613;2006003423;2/15/2023;7/5/2023</td> </tr> <tr> <td data-bbox="391 558 537 585">11/17/2023</td> <td data-bbox="537 558 1183 585">W808380;50308216;203066;3/22/2023;5/25/2023</td> </tr> </tbody> </table>	Payment Clear Date	Payment Message	11/17/2023	W808380;50614613;2006003423;2/15/2023;7/5/2023	11/17/2023	W808380;50308216;203066;3/22/2023;5/25/2023
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9.	Click the scrollbar to scroll back to the left.						
10.	<p>Click the Return to Payments Made link to return to the Payments Made page.</p> 						
11.	End of Procedure.						