

VENDOR REMITTANCE USER MANUAL..... 1
AGENCY: FIND PAYMENTS MADE TO A PARTICULAR INVOICE 1

VENDOR REMITTANCE USER MANUAL

AGENCY: FIND PAYMENTS MADE TO A PARTICULAR INVOICE

1. Log on to the State Controller's Web site, select **Statewide Accounting System**, select **Vendor Remit**, then select **Advice**. If you are responsible for more than one agency, select the agency number after you select **Vendor Remit**.
2. Click the **Invoice** tab.

Figure 1 - Invoice search

The screenshot shows a web application interface with three tabs: 'Vendor', 'Warrant', and 'Invoice'. The 'Invoice' tab is selected. Below the tabs are three input fields: 'Invoice #' with the value '030', 'Start date', and 'End date'. A 'Find' button is located below these fields. Below the search area is a table with the following data:

Warrant #	Invoice/Account #	Vendor Name	Invoice Description	Date
127	0302554	WESTERN RECORDS DESTRUCTION INC	SHREDDING FOR 01/16	02/16

3. Enter the invoice or account number.
4. Enter a range of dates in the **Start date** and **End date** fields or leave the dates blank. These are the dates that the payment was issued by the SCO, not the date when the payment was received.
5. Click **Find**. The invoice description, date paid, and amount will be displayed.
6. Click the **warrant number** to display all invoices or accounts that the warrant paid.
7. Click the **Vendor** tab to return. Do not click the back button of your browser or you may get an error. Use the tabs or menu navigation of the application.