VENDOR REMITTANCE USER MANUAL 1

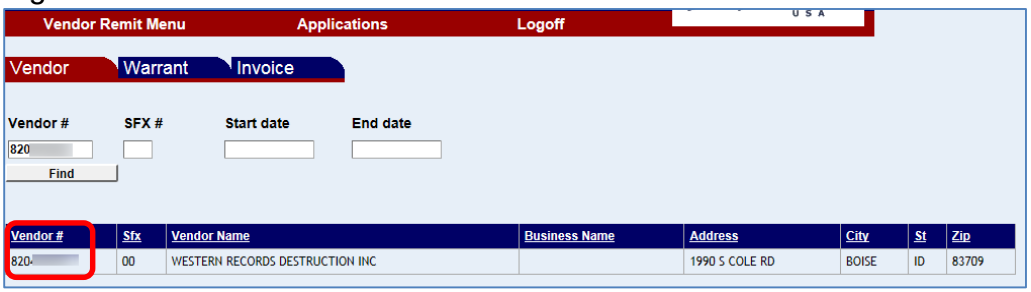
AGENCY: VIEW WARRANTS AND REMITTANCE ADVICES 1

VENDOR REMITTANCE USER MANUAL

AGENCY: VIEW WARRANTS AND REMITTANCE ADVICES

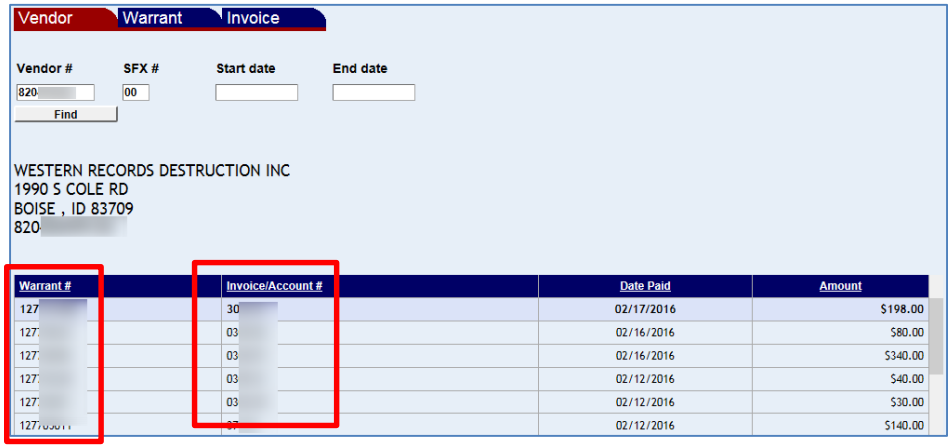
1. Log on to the State Controller's Web site, select **Statewide Accounting System**, select **Vendor Remit**, then select **Advice**. If you are responsible for more than one agency, select the agency number after you select **Vendor Remit**.
2. Enter the vendor number and the appropriate suffix number or leave the suffix field blank and all suffix numbers will be found in the search result, even if a suffix does not have warrants for the date range specified.
3. 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.
4. Click **Find**. A list of vendor numbers and suffixes, names, and addresses that payments have been made to will be displayed.

Figure 2- Vendor number



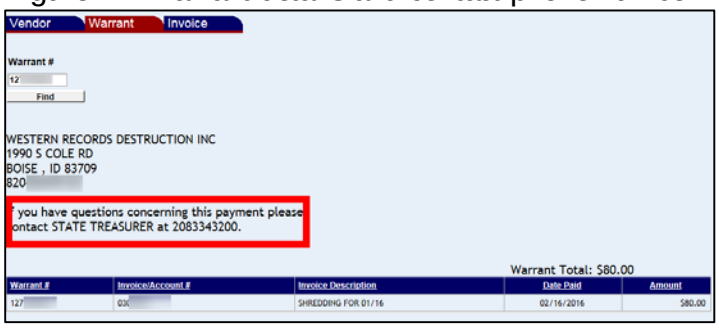
5. Click the **Vendor number** to display a list of warrants that have been issued to that specific vendor number/suffix, the associated invoices or accounts, the dates paid, and the individual amounts of each invoice or account.

Figure 3 - List of warrants



6. Click either the **Warrant number** or the **Invoice/Account number** to see the details.
   a. Click the **Warrant number** to view its details and individual invoice or accounts paid by that warrant.
      - If a warrant was issued to pay several invoices or accounts, the individual invoices will be displayed.
      - Click the **Invoice/Account** number to display all warrants that were used to pay that invoice or account.
      - Click any of the column headers of the list (**Invoice/Account#** or **Date Paid**) to sort the list.

Figure 4 - Warrant details and contact phone number



   b. Click the **Invoice/Account number** to view its details and individual warrants that were used to pay that invoice or account.
      - Click the **Warrant number** to display all invoices or accounts that the warrant paid.
      - Click any of the column headers of the list (**Invoice/Account#** or **Date Paid**) to sort the list.
7. Click the **Vendor** tab to return to the list of warrants.