

**VENDOR REMITTANCE USER MANUAL..... 1**  
**AGENCY: FIND PAYMENTS BY WARRANT NUMBER..... 1**

# VENDOR REMITTANCE USER MANUAL

## AGENCY: FIND PAYMENTS BY WARRANT NUMBER

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 **Warrant** tab.

Figure 1 - Warrant search

The screenshot shows a web application interface with three tabs: Vendor, Warrant, and Invoice. The Warrant tab is active. A search box labeled 'Warrant #' contains the number '127' and a 'Find' button. Below the search box, the vendor information is displayed: 'WESTERN RECORDS DESTRUCTION INC', '1990 S COLE RD', 'BOISE, ID 83709', and '820-'. A red box highlights a message: 'If you have questions concerning this payment please contact STATE TREASURER at 2083343200.' To the right of the message, it says 'Warrant Total: \$80.00'. Below this is a table with the following data:

Warrant #	Invoice/Account #	Invoice Description	Date Paid	Amount
127	03	SHREDDING FOR 01/16	02/16/2016	\$80.00

3. Enter the complete 9 digit **Warrant number**.
4. Click **Find**. The vendor name and address warrant number, invoice/account number, invoice description, date paid, and amount will be displayed.
5. Click the **Invoice/Account** number to display all warrants that were used to pay that invoice or account. Click the **Warrant** tab to return.
6. You can enter a different **Warrant number** or click the **Vendor** tab if you want to search for a particular vendor number.
7. Do not click the back button of your browser or you may get an error. Use the tabs and menu navigation of the application.