



ADOA – General Accounting Office

QUICK REFERENCE GUIDE:

FIND VENDOR PAYMENTS ONLINE





Find Vendor Payments Online

Table of Contents

- Overview 3**
- Find Vendor Payments 3**
 - Find Payments by Taxpayer ID Number (TIN) (Required) 3
 - Find Payments by Agency (Optional) 4
 - Find Payments by Payment Date (Optional) 4
 - Find Payments by Payment Detail (Optional) 5
 - View the Search Results 6
 - Download Search Results (Optional) 7
- Helpful Hints 8**
 - When Payment Amount is Not Correct or Remittance Advice is Not Sufficient 8
 - Unable to Find a Payment 8
 - Payment Number Doesn't Match 8



Find Vendor Payments Online

Overview

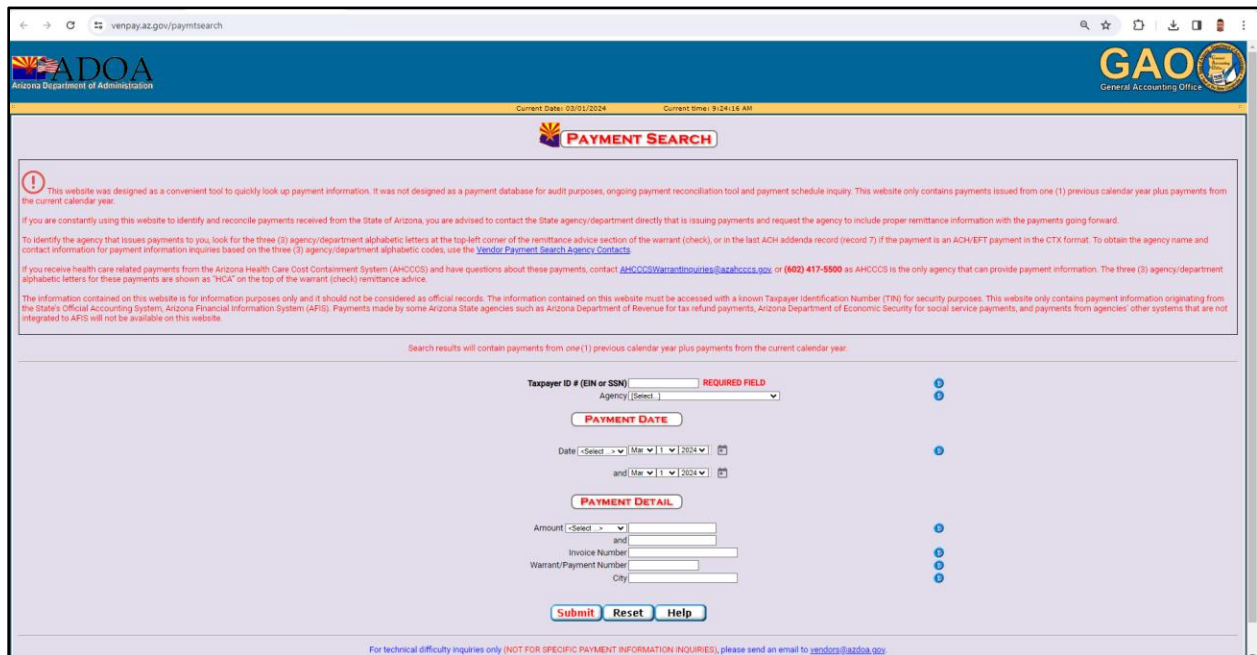
This quick reference guide (QRG) explains how to locate vendor payment details using the ADOA General Accounting Vendor Payment Search (VenPay) website.

VenPay is a self-service website for vendors to research payments issued by the State of Arizona. Payments from state universities and some payments from the Department of Economic Security are not listed in VenPay. On the Payment Search page, users can obtain the following:

- View recent payments issued to their Taxpayer ID Number (TIN)
- View recent payments issued to their TIN within a date range
- View recent payments issued to their TIN by a single Agency
- Find whether an Invoice has been paid, searching by Invoice Number or Amount
- View the Invoice Numbers and Descriptions paid on a single Warrant/Payment Number
- Find the payment status of an EFT or Warrant (Paid/Warranted or Canceled)
- Find the 1099-MISC Box Number for a Payment
- Download a list of their payments to Excel

Find Vendor Payments

Navigate to the VenPay website using the following link: <https://venpay.az.gov/paymtsearch> or paste it into the browser to open the webpage. The correct webpage appears below:



Find Payments by Taxpayer ID Number (TIN) (Required)

To find payments by TIN complete the following steps:



Quick Reference Guide

1. In the (required) **Taxpayer ID # (EIN or SSN)** field, enter the TIN for the vendor receiving payments from the state.

Note: Enter a single Taxpayer ID Number (EIN or SSN) using only the digits. Do NOT enter the dash.

2. Click **Submit**.

Find Payments by Agency (Optional)

To narrow search results by the Agency making the payment, complete the following steps:

1. Complete the **Taxpayer ID # (EIN or SSN)** field steps listed above.
2. In the **Agency** field, select the agency making the payment from the drop down menu.

Note: The list is alphabetical by 3-letter code.

3. Click **Submit**.

Find Payments by Payment Date (Optional)

Vendors who receive many payments from the State of Arizona may want to utilize the optional Payment Date or range of dates feature on the VenPay website. Vendors who receive few payments do not need to enter a Payment Date. After entering their Taxpayer ID # (EIN or SSN), vendors have several optional payment date options available.

Payment Date: Date “Between” Option

To find a range of payment dates in the past complete the following steps:

1. In the **Date** field, select **Between** from the drop down menu.
2. Two date lines will display. Select the first and last dates for the range of dates from the drop down menus or utilize the calendar option.

Note: Using the between feature DOES include payments from the selected from and to fields.

3. Click **Submit**.



Payment Date: Date “On” Option

To find payments made on a single date complete the following steps:

1. In the **Date** field, select **On** from the drop down menu.
2. A single date line will generate.
3. Select the exact date of the payment from the drop-down menus or utilize the calendar option.
4. Click **Submit**.

The screenshot shows a search box titled "PAYMENT DATE" in red. Below the title, the "Date" field is set to "On". The date is specified as "Mar 1 2024". A calendar icon is visible to the right of the date field.

Payment Date: Date “After” Option

To find payments going back to a single date (such as since the last download) complete the following steps:

1. In the **Date** field, select **After** from the drop down menu.
2. Select the date before the first date of the payment range being researched from the drop down menu or utilize the calendar option.

The screenshot shows a search box titled "PAYMENT DATE" in red. Below the title, the "Date" field is set to "After". The date is specified as "Feb 29 2024". A calendar icon is visible to the right of the date field.

Note: Using the After feature does NOT included the selected date.

3. Click **Submit**.

Find Payments by Payment Detail (Optional)

Vendors can further refine their payment search by utilizing the optional payment details feature on the VenPay website. Vendors can search by the amount of a single invoice. This feature is not available for a combined payment. Bear in mind that payments may pay multiple invoices but that the Amount field filter searches by invoice amount and not overall payment amount. After entering their Taxpayer ID # (EIN or SSN) and optional payment date information, vendors have several optional payment detail options available.

Payment Detail: Amount “Between” Option

To limit payment results to a payment amount range complete the following steps:

1. In the **Amount** field, select **Between** from the drop down menu.
2. Enter values in the two available lines for the low end and high end of the search range.

The screenshot shows a search box titled "PAYMENT DETAIL" in red. Below the title, the "Amount" field is set to "Between". There are two input lines for the low end and high end of the search range, with the word "and" positioned between them.



Note: The Between Amount search feature INCLUDES payments that equal the low value, high value and any value in between.

3. Click **Submit**.

Payment Detail: Amount Additional Options

To limit payment results to an exact amount, a greater than threshold, or a less than threshold complete the following steps:

1. In the **Amount** field, select either = **Equal To**, > **Greater Than**, or < **Less Than**, from the drop down menu depending on the desired search result.
2. On the single line that generates, enter the search value.
3. Click **Submit**.

The screenshot shows a form titled "PAYMENT DETAIL" with a section for "Amount". There is a dropdown menu currently showing "<Select ...>" and a text input field to its right. The dropdown menu is open, displaying the following options: "<Select ...>", "Between", "= Equal To", "> Greater Than", and "< Less Than".

Payment Detail: Invoice Number Option

If a vendor has submitted an invoice and wants to know if it has paid, they can utilize the Payment Detail, Invoice Number field. To utilize this feature, the vendor should enter their invoice number in the Invoice Number field. The results will show a single payment against an invoice.

Payment Detail: Warrant/Payment Number Option

If a vendor has received either a Warrant or Electronic Funds Transfer (EFT) for multiple invoices and wants to know which invoices were paid, they can utilize the Payment Detail, Warrant/Payment Number field. To utilize this feature, the vendor should enter the last nine digits from the Warrant or EFT (the full payment number has 15 digits). The results will show all invoices included in the payment.

Payment Detail: City Option

If a vendor has multiple locations doing business separately, they can utilize the City field to limit their payment results to a single vendor address. To utilize this feature, the vendor should enter the city name for the single vendor address in the City field.

View the Search Results

After a vendor has entered their search parameters on the VenPay website, they should click Submit to generate the desired results.

Search Results: No Results Found

If no search results are returned, the vendor will encounter a message stating **No results found, return to Payment Search page to change search criteria**. The vendor can click the Return to Payment Search option (or use the browser Back button) to re-enter broader search criteria for more results.

The screenshot shows a "Payment Search Results" page. At the top, it says "Payment Search Results". Below that is a red message: "If you are a health care provider that does business with the State a question about a payment from the Arizona Health Care Cost Co (AHCCCS), please send those inquiries to AHCCCSWarrantInquiry". Underneath, it says "Last Updated: 11/19/2015" and provides two blue links: "GAO Agency List" and "Return to Payment Search". There are two buttons: "Download to Excel" and "Print". At the bottom, there is a blue link: "No results found, return to Payment Search page to change search criteria."



Search Results: Results Found

If search results are returned, they will populate on screen. The search results contain the following attributes:

- Sort the results in ascending order by clicking on a column heading. Click the same column heading again to reverse the sort order to descending.
- Hover the mouse over a column heading to see a description of what the column contains.
- Payment Status: Paid means the item has cleared the bank; Warranted means that is has not cleared.

Review the results. If the desired results are not displayed, click Reset and search again with different criteria.

AZ Agency ID	AZ Agency Name	Mail Code	City	State	Zip	Invoice #	Invoice Description	Invoice Date	Transaction Amount	Payment Amount	Payment Type	Payment #	Issue Date	Payment Status	Status Date	1099-MISC Bo
RVA	DEPT OF REVENUE	P0400	TROY	MI	48084	44226079		11/02/2015	1,705.18	14,857.84	A	64923	12/02/2015	1	12/02/2015	07
RVA	DEPT OF REVENUE	P0400	TROY	MI	48084	44223832		11/02/2015	655.32	14,857.84	A	64923	12/02/2015	1	12/02/2015	07

Download Search Results (Optional)

Vendors have the option to download or print their results, if desired. To take advantage of these features complete the following steps:

1. Click **Download to Excel** for an Excel file of the displayed results.
2. Click **Print** to launch your browser Print function. For best results, adjust your Layout to Landscape.

Last Updated: **12/03/2015**

[GAO Agency List](#)

[Return to Payment Search](#)

Taxpayer ID	AZ Agency ID	AZ Agency Name	M: Co
-------------	--------------	----------------	-------



Helpful Hints

When Payment Amount is Not Correct or Remittance Advice is Not Sufficient

1. From the payment results screen, click the **GAO Agency List** button to open the **Vendor Payment Search Agency Contacts** list.
2. Match the **AZ Agency ID** from the search results with the **Agency** code on the **Vendor Payment Search Agency Contacts** list.
3. Contact the State of Arizona agencies directly.

Unable to Find a Payment

1. Often the date search is too specific. Try selecting the **After** option, and enter a date a few days prior to the expected received date.
2. Remove Payment Detail search items that could be narrowing the search too much.
3. Contact GAO for assistance at 602-542-5601.

Payment Number Doesn't Match

The Payment # column displays the last **five** digits of the EFT/Warrant Number. Vendors will need the last **nine** digits to use the Warrant/Payment Number filter to find a specific Payment Number.