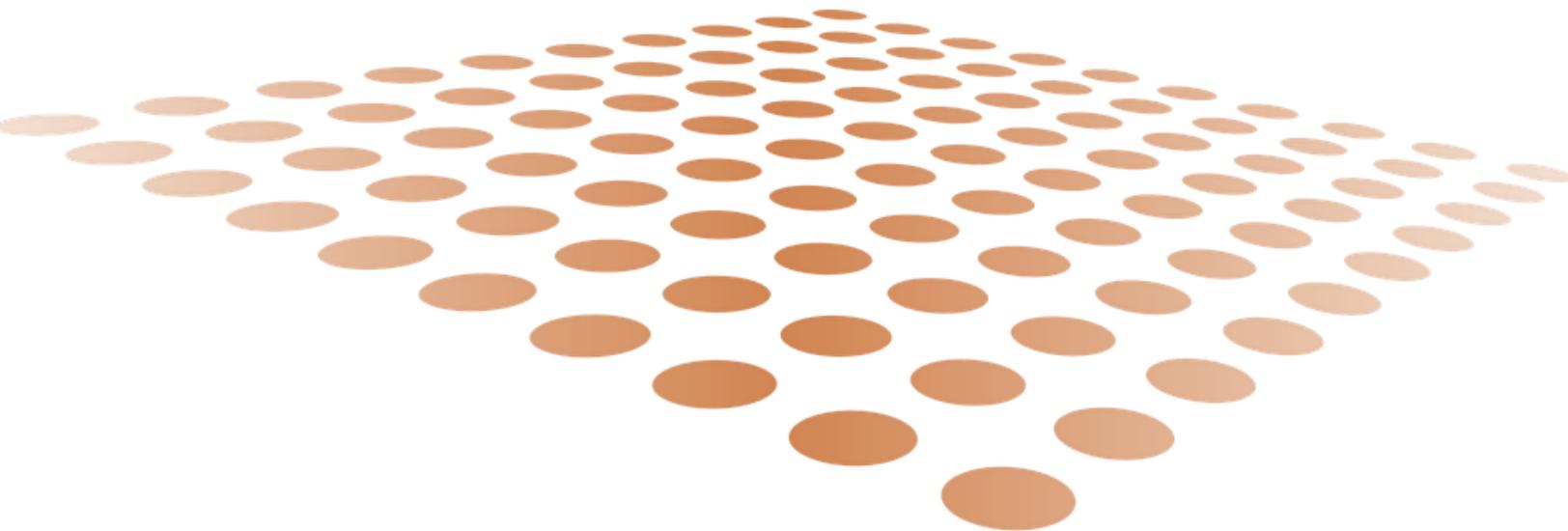


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: FIND VENDOR PAYMENTS ONLINE





# FIND VENDOR PAYMENTS ONLINE

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# FIND VENDOR PAYMENTS ONLINE

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## Overview

This Quick Reference Guide explains how to locate vendor payment details at the **VenPay** website.

The ADOA General Accounting Vendor Payment Search site **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 at **VenPay**. On the Vendor Payment page, you can learn the following:

- View recent payments issued to your Tax ID
- View recent payments issued to your Tax ID within a date range
- View recent payments issued to your Tax ID 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 your payments to Excel



## Getting Started

Navigate to the **VenPay** website. Use this link [venpay.gao.azdoa.gov](http://venpay.gao.azdoa.gov) or paste it into your browser to open the webpage. See image below to ensure you located the correct page.

**PAYMENT SEARCH**

Search results will contain payments from the previous calendar year plus payments from the current calendar year.

If you are a health care provider that does business with the State of Arizona and have a question about a payment from the Arizona Health Care Cost Containment System (AHCCCS), please send those inquiries to [email protected]. The "Department" or "AGY" code on warrants from AHCCCS will be shown as "HCA". For all other agency codes, you must call the phone number shown in the top right section of the warrant stub.

**Taxpayer ID # (EIN or SSN)**  REQUIRED FIELD ?

Agency  ?

**PAYMENT DATE**

Date     ?

and    ?

**PAYMENT DETAIL**

Amount   ?

and

Invoice Number  ?

Warrant/Payment Number  ?

City  ?

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

1. Search by a Taxpayer ID (required) receiving payments
2. Enter a single Taxpayer ID Number (EIN or SSN) using only the digits. Do not enter the dash

### Find Payments by Payment Date (Optional)

Choose Payment Date

Date is optional

- Vendors receiving many payments from the State, enter a Payment Date or range of dates.
- Vendors who receive a few payments don't need to enter a Payment Date.
- For a single Date, choose **On** from the drop-down. A single date line will display; select the exact date of the payment from the drop-downs or calendar picker.

**PAYMENT DATE**

Date     ?



1. For payments going back to a single date (such as since your last download), select **After**. A single date line will display; select the date **before** the first date of the payment range you want from the drop-downs or calendar picker. (**After** does not include the selected date)

2. For a range of dates in the past, select **Between**. Two date lines will display; select the first and last dates of the range of dates from the drop-downs or calendar pickers

(**Between** includes payments from the selected **From** and **To** dates.)

### Find Payments by Agency (Optional)

Refine your search by the Agency that issued the payments.

If you are on the Payment Search Results page. Click **Return to Payment Search** (or use the browser **Back** button) to return to the previous step.

1. Enter TIN and Date Range (Steps B and C above)
2. Select an **Agency** from the drop-down list. (The list is alphabetical by 3-letter code)
3. Click **Submit**

### Find Payments by Amount (Optional)

Refine your search by the Amount of a single Invoice (not the amount of a combined payment).

1. Click **Return to Payment Search** (or use the browser **Back** button) to return to the previous page.
2. Enter TIN and Date Range (Steps B and C above)



- 3. Enter the amount of the Invoice. Payments may pay multiple Invoices; the Amount filter searches Invoices, not Payments

- If you select **Between**, two lines display for low and higher ends of your search. **Between** includes payments that equal the low end, high end, or in between.)
- If you select = **Equal To**, > **Greater Than**, or < **Less Than**, a single line will display for an amount.

### Find Payments by Invoice Number (Optional)

You submitted an Invoice and want to know if it has paid. Refine your search by Invoice Number.

- Enter an **Invoice Number** if you are looking for a single payment against an Invoice

### Find Payments by Warrant/Payment Number (Optional)

You received a Warrant or EFT for multiple Invoices; you want to know which Invoices were paid. Refine your search by Warrant/Payment Number.

- Enter a **Warrant/Payment Number** using the last 9 digits from the EFT or Warrant. (The full Warrant/Payment Number has 15 digits)

### Find Payments by Vendor Location (Optional)

You have multiple Locations doing business separately; you want to find payments to one Location. Refine your search by City.

- Enter a **City** if you have multiple locations and want to select for a single Vendor Address

## View the Search Results

Submit the search request. At the bottom of the screen, click **Submit**.

### Payment Search Results

**If you are a health care provider that does business with the State of Arizona, and you have a question about a payment from the Arizona Health Care Cost Containment System (AHCCCS), please send those inquiries to [AHCCCSWarrantInquiries@ahcccs.gov](#).**

Last Updated: **11/19/2015**  
[GAO Agency List](#)  
[Return to Payment Search](#)

[No results found, return to Payment Search page to change search criteria.](#)

- If no payments match your query, a “No results found” message displays.
- Click **Return to Payment Search** (or use the browser **Back** button) to re-enter broader search criteria for more results.

View the search results. Hover the mouse over a column heading to see a description of what the column contains.

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 Box
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

- For Payment Status: Paid means the item has cleared the bank; Warranted means that it has not cleared.
- Review the results; if necessary, go Back and search again with different criteria.
- 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.

## Download Search Results (Optional)

Download or Print search results, if desired.

1. Click **Download to Excel** to get an Excel file of your results
2. Click **Print** to launch your browser Print function. Adjust Layout to **Landscape** for best results

Last Updated: **12/03/2015**  
[GAO Agency List](#)  
[Return to Payment Search](#)

Taxpayer ID	AZ Agency ID	AZ Agency Name	Mail Code



## Helpful Hints

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

1. 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

### Can't Find the Payment

1. Often the date search is too specific. Try selecting **After**, 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; you will need the last **nine** digits to use the Search filter to find a specific Payment Number.