Contents

Reviewing Checks/EFTs

What is the Check/EFT Search Page?

The **Checks/EFT Search** page allows the vendor to view Checks and EFTs issued to them by the County. Once a Check/EFT has been issued, the vendor will be able to see it on this page. Note that certain Checks/EFTs may not be displayed if they have been restricted by the County.

How Do I Search for Checks/EFT?

Use the search fields to search by the desired criteria- an explanation of the search fields is provided below. If no values are entered in any of the search fields, only the defaulted “Payment From” date is applied, and all payments issued to the vendor on or after the default date will be displayed. To display all Checks/EFTs:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click on the **Checks/EFT** tab under the Financial Transactions tab.

Result: The Check/EFT Search page is displayed.

Step 3. Without entering any search criteria, click **Search**.

Result: All payments available for review are displayed.

The table below gives an explanation of each search parameter and what results they will yield.

Search Field	Value Options	Results
Invoice Number	Vendor Invoice No. that is on the invoice submitted by the vendor (When unsure of the full number, asterisks (*) may be used).	The payment lines associated with the Invoice Number will be displayed in the results grid.
Address ID	Payment Address ID selected from the pick-list (multiple addresses may be chosen by opening the pick-list more than once).	When an address is selected, the search results grid will only display disbursements where the address associated with the payment matches the address specified in the search parameter.
Department	The Department selected from the pick-list (multiple departments may be chosen by opening the pick-list more than once).	When a Department is selected, the search results grid will only display disbursements where the Department issuing the payment matches the Department specified in the search parameter.
Check/EFT Number	Check/EFT number. (When unsure of the full number, asterisks (*) may be used).	Information for the specified Check/EFT will be displayed in the results grid.
Payment From	Valid date (If left blank, will populate with a default date set by the	Only disbursements with the Check/EFT Issue Date on or after the specified date entered will

Search Field	Value Options	Results
	County).	be displayed.
Payment To	Valid date (has to be greater or equal to the Payment From date).	Only disbursements with the Check/EFT Issue Date on or before the specified date entered will be displayed.
Check/EFT Status	Any status available in the drop down box: 1. Disbursed 2. Warranted 3. Paid 4. Cancelled 5. Stale Dated 6. Void 7. Escheat 8. Renumbered 9. Not Available 10. Request Stop Reissue 11. Request Stop Cancel 12. Pending Stop Reissue 13. Pending Stop Cancel	Only disbursements with matching Check/EFT status will be displayed.

What do the different Check/EFT Statuses mean?

1. Disbursed- the Check/EFT has been issued.
2. Warranted- no Checks/EFTs will have this status.
3. Paid- the Check/EFT has been cashed.
4. Cancelled- the Check/EFT was cancelled.
5. Stale Dated- the Check/EFT is no longer negotiable as per the time period stated on the warrant.
6. Void- the Check/EFT has been voided.
7. Escheat- no Check/EFTs will have this status.
8. Renumbered- no Check/EFTs will have this status
9. Not Available- no Check/EFTs will have this status.
10. Request Stop Reissue- request to cancel payment with reissue of new payment.
11. Request Stop Cancel- request to cancel payment without reissue of new payment.
12. Pending Stop Reissue- pending to cancel payment with reissue of new payment.
13. Pending Stop Cancel- pending to cancel payment without reissue of new payment.

What Information Can I See on the Checks/EFT Search Page?

The table below describes each of the fields in the **results grid** on the Check/EFT Search page. See the question above to learn how to navigate to the Checks/EFTs page.

Field Label	Explanation
Invoice Number	Invoice Number submitted by the vendor. Field may be blank if no associated invoice.
Invoice Line No.	Invoice Line Number. Field may be blank if no associated invoice.
Invoice Date	The date on the Invoice. Field may be blank if no associated invoice.
Invoice Received	The date the County received the Invoice. Field may be blank if no associated

Field Label	Explanation
Date	invoice.
Invoice Line Amount	The amount associated with the invoice line number. Field may be blank if no associated invoice.
Check/EFT No.	The Check/EFT Number of the payment made by the County.
Check/EFT Issue Date	The date the Check/EFT was issued.
Check/EFT Status	The status of the payment (see the question "What do the different Check/EFT Statuses mean?" for more information).
Check/EFT Status Date	The date reflecting the Check/EFT status.
Check/EFT Line Amount	The check amount associated with the invoice line number.

How Do I See Detailed Information on a Check/EFT?

The **Check/EFT Information** page contains detail information on a specific check such as vendor, check amount, department contact, and payment allocation. It is reached by selecting a disbursement from the Check/EFT Search page and clicking **Details**. To view the Check/EFT Information page:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click on the **Checks/EFTs** tab under the Financial Transactions tab.

Result: The Check/EFT Search page is displayed.

Step 3. Use the search function (described in the previous section) to find the desired Check/EFT.

Result: The desired payment is displayed.

Step 4. Select the payment by clicking the check box next to the Check/EFT and click **Details**.

Result: The Check/EFT Information page is displayed.

Where Can I View the Payment Method and EFT Account Number for the Check/EFT?

The **Check/EFT Information** page displays the payment method (warrant or EFT) and the last four digits of the EFT account (if the selected payment was an EFT). This page is reached by selecting the Check/EFT on the main Check/EFT Search page and clicking **Details**.

For a full description of all fields on the Check/EFT Information page, see the question, "What Information Can Be Viewed by Selecting a Check/EFT and Clicking 'Details'?"

Why Is the EFT Account Number Not Populated?

This field will only populate if the payment selected was an EFT. This field also only displays the last 4 digits of the account number for security reasons.

Which Address Was My Check/EFT Mailed To?

The **Check/EFT Information** page contains a "Vendor Information" section, which displays the address that the Check/EFT was mailed to. This page is reached by selecting the Check/EFT on the Check/EFT Search page and clicking **Details**.

For a full description of all fields on the Check/EFT Information page, see the question below, "What Information Can Be Viewed by Selecting a Check/EFT and Clicking 'Details'?"

Where Can I View Any Amounts Withheld or Added to the Payment (Discounts, Tax, etc.)?

The **Check/EFT Information** page contains a "Check/EFT Allocation" section, which displays amounts such as discounts, penalty, interest, tax, etc. The Check/EFT Information page is reached by selecting the Check/EFT on the Check/EFT Search page and clicking **Details**.

For a full description of all fields on the Check/EFT Information page, see the question below, "What Information Can Be Viewed by Selecting a Check/EFT and Clicking 'Details'?"

Where Can I View Payment Amounts By Line?

The **Check/EFT Information** page contains a "Payment Allocation By Line" section, where each payment line is displayed. Here, basic information on the line, such as Payment Line Amount and Net Payment Line Amount, are shown. The Check/EFT Information page is reached by selecting the Check/EFT on the main Check/EFT Search page and clicking **Details**. For more in depth information on each line, you can click the "Additional Details" link next to each line.

For a full description of all fields on the Check/EFT Information page, see the question below, "What Information Can Be Viewed by Selecting a Check/EFT and Clicking 'Details'?"

What Information Can Be Viewed by Selecting a Check/EFT and Clicking "Details"?

The table below describes each of the fields on the **Check/EFT Information** page. This page is reached by selecting the Check/EFT on the main Check/EFT Search page and clicking **Details**.

Section	Field Label	Explanation
Check/ EFT Info	***Check/EFT No.***	The Check/EFT Number of the payment made by the County.
	Check/EFT Status Date	The date reflecting the Check/EFT status.
	Check/EFT Status	The status of the payment (see the question "What do the different Check/EFT Statuses mean?" for more information).
	Check/EFT Issue Date	The date the Check/EFT was issued.
	Payment Method	The disbursement type, either EFT or Warrant.
	EFT Account Number	The last 4 digits of the vendor's EFT Account Number.
Vendor Info.	***Legal Business Name***	The vendor's Legal Business Name.
	Alias/DBA Name	The Alias/DBA Name assigned to the vendor.
	Vendor Code	The Vendor Code used by the County.
	Vendor Address	The payment address for the vendor
Check/ EFT Allocation	***Payment***	Payment amount represented on the Check/EFT without factoring in deductions and interest.
	Discount	Total discounts taken.
	Penalty	Penalties deducted from Check/EFT.

	Interest	Interest included in Check/EFT.
	Backup Withholding	Backup withholding amount deducted from Check/EFT.
	Contract Withholding	Contract withholding amount deducted from Check/EFT.
	Retained	Retained amount deducted from Check/EFT.
	Levy Amount	Levy deducted from Check/EFT.
	Default Levy Fee	Levy fee deducted from Check/EFT.
	Supplementary Levy Fee	Supplementary levy fee deducted from Check/EFT.
	Use Tax	Use tax amount excluded in Check/EFT.
	Tax	Sales and Use tax Amounts. The Use tax amount is not included in the Check/EFT amount; however, the sales tax amount is included.
	Net Check/EFT Amount	Total Check/EFT amount.
Payment Allocation by Line	***Invoice No.***	The Vendor Invoice Number for this transaction.
	Invoice Line No.	This page will display each line of the invoice. This field specifies which line the displayed information pertains to.
	Payment Request ID	The ID of the payment request document created by the County.
	Payment Line Amount	The payment Amount for the specified line (includes taxes but does not factor deductions and interest).
	Net Payment Line Amount	The Check/EFT Amount for the specified line.

How Do I See Details on Individual Lines of a Payment?

The **Check/EFT Line Details** page displays the detailed amounts and reference information for individual invoice lines of a given payment. It is reached by clicking **Additional Details** link from the Check/EFT Information Page. To view this page:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click on the **Checks/EFTs** tab under the Financial Transactions tab.

Result: The Check/EFT Search page is displayed.

Step 3. Use the search function (described in the first section) to find the desired Check/EFT.

Result: The desired payment is displayed.

Step 4. Select a payment by clicking the check box next to the Check/EFT and click **Details**.

Result: The Check/EFT Information page is displayed.

Step 5. Click the **Additional Details** link from the Payment Allocation by Line Section for the desired Invoice Line Number.

Result: The Check/EFT Line Details page will be displayed:

Where Can I View Amounts Such as Discounts or Taxes by Individual Line?

The **Check/EFT Line Details** page shows amounts such as discounts and taxes for the individual line selected. The amounts for the entire check would be on the previous page, the Check/EFT Information page. To reach the Check/EFT Line Details page, click the **Additional Details** link for the desired line on the Check/EFT Information page.

For a full description of all fields on the Check/EFT Line Details page, see the question below, "What Information Can Be Viewed by clicking the 'Additional Details' Link?"

Where Can I See the Check Description?

The full Check Description is available on the Check/EFT Download and on the **Check/EFT Line Details** page. The Check/EFT Stub Information (PDF) also displays the first 40 characters of the check description. To reach the Check/EFT Line Details page, click the **Additional Details** link for the desired line on the Check/EFT Information page. To reach the Check/EFT Download, click the **Download** button from the Check/EFT Search Page, which will open an Excel or .csv file. To reach the Check/EFT Stub Information (PDF), click the **PDF** button from the Check/EFT Search Page.

For a full description of all fields on the Check/EFT Line Details page, see the question below, "What Information Can Be Viewed by clicking the 'Additional Details' Link?"

Where Can I View the County Department Responsible for the Check/EFT?

The County department information for a Check/EFT is located on the **Check/EFT Line Details** page, Check/EFT Stub Information (PDF) and Check/EFT Download. To reach the Check/EFT Line Details page, click the **Additional Details** link for the desired line on the Check/EFT Information page. To reach the Check/EFT Download, click the **Download** button from the Check/EFT Search Page, which will open an Excel or .csv file. To reach the Check/EFT Stub Information (PDF), click the **PDF** button from the Check/EFT Search Page.

For a full description of all fields on the Check/EFT Line Details page, see the question below, "What Information Can Be Viewed by clicking the 'Additional Details' Link?"

What Information Can Be Viewed By Clicking the "Additional Details" Link?

The table below describes each of the fields on the **Check/EFT Line Details** page. This page can be reached by clicking the **Additional Details** link for the desired line on the Check/EFT Information page.

Field Label	Explanation
Discount	Discount Amount for the specified line of the check.
Penalty	Penalty Amount for the specified line of the check.
Interest	Interest Amount for the specified line of the check.
Backup Withholding	Backup Withholding Amount for the specified line of the check.
Contract Withholding	Contract Withholding Amount for the specified line of the check.
Retained	Retained Amount for the specified line of the check.
Levy Amount	Levy Amount for the specified line of the check.
Default Levy Fee	Default Levy Fee Amount for the specified line of the check.
Supplementary Levy Fee	Supplementary Levy Fee Amount for the specified line of the check.
Use Tax	Use Tax Amount for the specified line of the check.

Field Label	Explanation
Tax	Tax Amount for the specified line of the check.
Reference Award ID	The reference information for the original award (such as PO).
Payment Request ID	The Payment Request number created by the County.
Invoice No.	The Vendor Invoice Number for this transaction.
Invoice Line No.	This page will display each line of the invoice. This field specifies which line the displayed information pertains to.
Invoice Date	The date of the invoice.
Invoice Rec'd Date	The date the County receives the invoice.
Invoice Line Amount	The invoice amount associated with the selected invoice line.
Service From Date	The date the services began.
Service To Date	The date the services ended.
Check Description	The Check Description entered by the County.
Department	The name of the department responsible for the Check/EFT.
Contact Phone	The County contact information for the Check/EFT.

How Do I See the Award Information for my Payment?

The **Referenced Awards By Check/EFT** page displays information on the orignal award as it relates to the Check/EFT. It is reached by selecting a disbursement on the Check/EFT Search page and clicking **Reference**. The following steps are an explanation of how to navigate and review the Referenced Agreements by Check/EFT page.

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click on the **Checks/EFTs** tab under the Financial Transactions tab.

Result: The Check/EFT Search page is displayed.

Step 3. Use the search function (described in the first section) to find the desired Check/EFT.

Result: The desired payment is displayed.

Step 4. From the Checks/EFT Search Page, check the box next to the payment and click **Reference**.

Result: The Referenced Awards By Check/EFT page is displayed:

Note: This page can also be viewed by clicking "Reference" from the Check/EFT Information page.

Where Can I View the Paid and Outstanding Amounts Left on the Referenced Award?

The **Referenced Awards By Check/EFT** page displays information on the Award that the payment was made for. Here, you can view amounts such as the Expended and Outstanding amounts for the award. To reach the Referenced Awards By Check/EFT page, select a transaction on the Check/EFT Search page and click **Reference**.

For a full description of all fields on the Referenced Awards By Check/EFT page, see the question below, "What Information Can Be Viewed by Selecting a Check/EFT and Clicking 'Reference'?"

What Information Can Be Viewed by Selecting a Check/EFT and Clicking "Reference"?

The table below describes each of the fields on the **Referenced Awards by Check/EFT** page. This page can be reached by selecting a transaction on the Check/EFT Search page and click **Reference**.

Section	Field Label	Explanation
Check/EFT Details	***Check/EFT Number***	The Check/EFT Number of the payment made by the County.
	Check/EFT Issue Date	The date the Check/EFT was issued.
	Check/EFT Status	The status of the payment (see the table for Check/EFT status for more information).
	Check/EFT Status Date	The date reflecting the Check/EFT status.
Award	***Award ID***	The ID information for the Award that the payment is based upon.
	Tracking Number	This field displays the tracking number on the Award (if one has been assigned)
	Transaction Date	The date that the award was processed.
	Not to Exceed Amount	The maximum amount for the award; this is the same as the encumbered amount.
	Encumbered	The total award amount.
	Expended	This is the total of all the payments that have been processed for the award. The payment can be scheduled or disbursed.
	Retained	This is the total of all retained payments related to this award.
	Outstanding	Represents the award amount that has not yet been processed for payment.
	Award Held?	Will be "No".
	Closed?	Yes indicates the Award is closed; no further payment needs to be processed. For a Closed Award, the Outstanding Amount will be zero.

How Can I Download a Summary of My Check/EFTs?

The vendor can download a .csv or excel file that displays all payments associated with the Check/EFT. Each line of **the Check/EFT Download** gives a variety of information for each line of each check. It is reached by clicking **Download** from the Checks/EFTs Search page. To download this file:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click on the **Checks/EFTs** tab under the Financial Transactions tab.

Result: The Check/EFT Search page is displayed.

Step 3. Without entering any search criteria, click **Search**.

Result: All payments available for review are displayed.

Step 4. Without selecting any transactions, click **Download**.

Result: The file download box will open.

Step 5. Click **Open**.

Result: The Check/EFT download opens in Excel or .csv format.

Is There A Limit to the Number of Check/EFTs That Will Appear on the Download?

Yes, there is a line limit for the downloads, so vendors with many transactions may only be able to view some of their Check/EFTs on the download. A warning will be displayed under the last row on the download if all lines are not being displayed. Vendors can narrow their search on the Check/EFT Search page and then download the results.

How Can I Print My Check/EFT Stub Information?

The **Check/EFT Stub Information** PDF contains a brief summary of the check selected which can be printed. It is reached by selecting a Check/EFT and clicking **PDF**. To download the Check/EFT Stub Information PDF:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click on the **Checks/EFTs** tab under the Financial Transactions tab.

Result: The Check/EFT Search page is displayed.

Step 3. Use the search function (described in the first section) to find the desired Check/EFT.

Result: The desired payment is displayed.

Step 1. Check the box next to the transaction and click **PDF**.

Result: A File Download dialog box opens for the Check/EFT download.

Step 2. Click **Open**.

Result: The Check/EFT Stub Information page is opened in PDF format.