How Vendors Reconcile Payments Including Multiple Invoices

Vendors doing business with NYS often provide goods and services to several state agencies during the same time period. Vendors receiving multiple invoice payments in one check or electronic payment often find it challenging to determine which invoices the combined payment includes. Using the SFS Vendor Portal, vendors can look up combined payment information and export the data to Microsoft Excel to facilitate reconciling those payments to individual invoices. This quick reference document identifies those steps.

What Information is contained in the SFS Vendor Portal?

The Vendor Self Service Portal provides NYS Vendors with access to their invoice, purchase order and payment information. The portal also allows vendors to update and maintain profile information such as shipping and billing addresses, bank account and contact and password information. This self-service tool is available at the vendor's convenience, 7 days a week, 24 hours a day with the exception of limited downtime for routine system maintenance.

How to look up payment information on the SFS Vendor Portal?

Here are the step-by-step instructions for vendors to follow:

1. From the **Main Menu** of the SFS Vendor Portal, click on **Review Payment Information**, then click on **Payments.**
2. A search screen will appear. Leave blank to search for all payments, or enter criteria to narrow down and speed up the search. Enter any search criteria, and click on **Search**.
3. The screen will display a table listing related invoices based on search criteria. The Payments Made section will list the following information (note that the actual name of each column is in *italics*):

Payment *Reference* Number	*Business Unit* (Agency(s) paying)
Invoice Number(s)	*Invoice Date*(s)
Invoice *Payment Amount*(s)	*Discount Amount*(s)
Interest Amount(s)	*Payment Date*
Payment Method	*Payment Status*
Bank Account Number	*Payment Clear Date*
Amount (total amount of payment)	

- There are scroll bars available at the bottom and sides of the screen to see all the payment data rows.
- Above the data header row, the number of pages of data is noted as page 1 of the total number of pages. The first and last arrows allow you to move from page-to-page for multiple pages of data.

- A *grid icon* is available on the Payments Made page. Clicking on the grid icon will provide you with the option of exporting the data into an Excel format.
- The Payment Reference number is in blue font that indicates it is a link that you can click on to get additional detail for that particular payment.

How does a vendor get access to the SFS Vendor Portal?

When a vendor receives its NYS Vendor ID, the vendor receives an enrollment email with login credentials and instructions on how to access the SFS Vendor Portal. Following the instructions in the email, the vendor can create a user ID to access their information.

If a vendor has already registered for a NYS Vendor ID but no longer has the enrollment information from SFS, the vendor can contact the SFS Vendor Helpdesk at helpdesk@sfs.ny.gov to gain access to the SFS Vendor Portal.

Step-by-step job aids for the new user are available on the SFS website (www.sfs.ny.gov) on the Vendor Knowledge page, at the Supplier (Vendor) System Help link. These job aids detail the steps for vendors to follow to login and set up a password hint. Once a vendor has access to the portal, simple, printable, step-by-step instructions for various help topics are available by selecting the "Help" link at the top left side of the page.

Additional Resources for using the Vendor Self Service Portal

NYS Office of the State Comptroller (OSC) Website at www.osc.state.ny.us

Click on the **State Vendor** area and select from the listed topic areas

NY Statewide Financial System Website at www.sfs.ny.gov

Click on **Vendor Portal** to go to the login page for Vendor Self-Service
Click on **Vendor Support** for the step-by-step instructions you need to login and set up your password hint.