

ELECTRONIC PAYMENT INQUIRY SYSTEM USER GUIDE

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BEFORE YOU BEGIN

The **Electronic Payment Inquiry System** allows you to view remittance information about the electronic payments you receive from the State of Alaska. This system is provided for vendors who do business with the state and who have requested that payments be deposited directly to their bank account.

If you are a vendor that does business with the state but you do not currently receive payments electronically, you will first need to sign up for this service by completing an [Electronic Payment Agreement Form](#).

To access the system you will need to know the vendor number that has been assigned to you in the Alaska Statewide Accounting System (AKSAS). Your vendor number is eight characters and consists of three letters followed by five numbers (e.g., AAA00001).

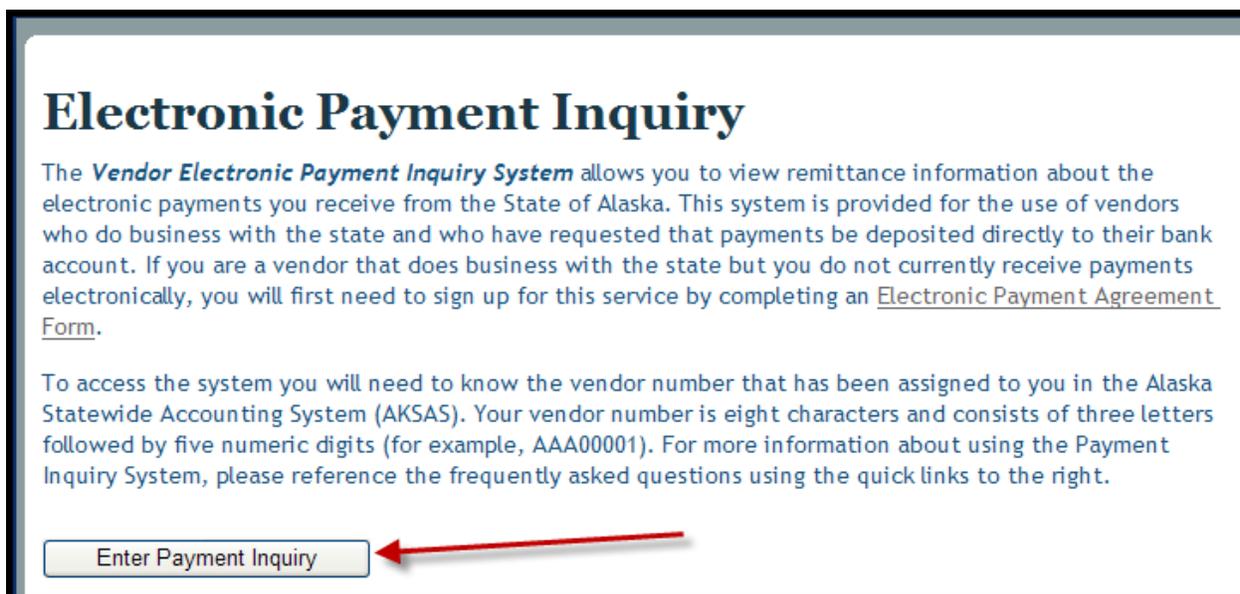
To obtain your vendor number, call us at (907) 465-5622. Please provide your name, job title, the name of your business, and the Tax Identification Number (TIN) of your business. Your TIN could either be an Employer Identification Number (EIN) or your Social Security Number (SSN).

A representative from the Electronic Data Interchange (EDI) Team will verify your information in our state accounting system. If everything matches, your vendor number will be provided.

USING THE ELECTRONIC PAYMENT INQUIRY SYSTEM

VIEWING DETAILED PAYMENT INFORMATION

1. On the Electronic Payment Inquiry home page, click the **Enter Payment Inquiry** button:



2. Enter your **AKSAS Vendor Number** and click **List Payments**:

State of Alaska

Department of Administration

Vendor Electronic Payment Inquiry System

AKSAS Vendor Number: [List Payments](#)

NOTE: If you get the message "NOT A VALID INQUIRY VENDOR", either the wrong AKSAS Vendor Number was entered or you have not been set up to receive electronic payments from the State of Alaska:

NOT A VALID INQUIRY VENDOR

State of Alaska

Department of Administration

Vendor Electronic Payment Inquiry System

AKSAS Vendor Number: [List Payments](#)

To determine your correct AKSAS Vendor Number, or to find out if you have been set up to receive electronic payments, please call us at (907) 465-5622.

To confirm your identity, provide your name, job title, the name of your business, and the Tax Identification Number (TIN) of your business.

3. A list of payments for your business displays showing the **Payment Date** and **Payment Amount**. This list should match the deposit information from your bank account. To see detail for a selected payment, click on its payment date:

Payments for

Includes payments through 10/09/2011

Payment Date	Payment Amount
<u>10/07/2011</u>	6,900.27
<u>10/06/2011</u>	61,397.25
<u>10/05/2011</u>	3,543.22
<u>10/04/2011</u>	19,028.40
<u>10/03/2011</u>	12,364.26
<u>09/30/2011</u>	7,001.16
<u>09/29/2011</u>	12,404.71
<u>09/28/2011</u>	3,395.69
<u>09/27/2011</u>	7,486.83



4. One of two screens will appear:

One screen shows detail information for the payment you selected (for this type of screen, proceed to Step 5):

<u>Warrant Information</u>		<u>Contact Information</u>	
Warrant Number:	24508814	Department:	FISH AND GAME
Document Number:	AA24412960015	Contact Name:	KATHERINE MATTINGLY
Payment Date:	10/03/2011	Contact Phone:	(907) 459-7245
Amount:	17,482.54		

Reference Information

Ref Type	Ref Number	Date	Amount	Comment
INV	3524	09/20/11	17482.54	
GEN	3524	09/20/11	17482.54	
CA	AIH860014			

The other screen shows a list of payments within that **Payment Amount**. This list will show:

1. **Issuing Department**—The names of the state departments that are paying you. Note that this list may include multiple entries for the same department.

2. **Payment Amount**—The amount of the individual payments within the total **Amount**.
3. **Warrant Number**—The State of Alaska’s warrant number that was assigned to the payment.

Payment Date	Payment Amount
09/27/2011	7,486.83
09/27/2011	23,601.88

Included Warrants:

Payment Date: 09/27/2011 Amount: 7,486.83

1	Issuing Department	2	Payment Amount	3	Warrant Number
	<u>ADMINISTRATION</u>		26.75		24502139
	<u>OFFICE OF THE GOVERNOR</u>		92.97		24502197
	<u>OFFICE OF THE GOVERNOR</u>		620.91		24502274
	<u>PUBLIC SAFETY</u>		226.32		24502330
	<u>CORRECTIONS</u>		2,590.44		24502373
	<u>ENVIRONMENTAL CONSERVATION</u>		250.29		24502411
	<u>ENVIRONMENTAL CONSERVATION</u>		145.35		24502412
	<u>ENVIRONMENTAL CONSERVATION</u>		127.35		24502415
	<u>FISH AND GAME</u>		47.00		24502589

On this screen, click on the department name to go to the Detail Information screen for the payment:

Included Warrants:

Payment Date: 09/27/2011 Amount: 7,486.83

Issuing Department	Payment Amount	Warrant Number
<u>ADMINISTRATION</u>	26.75	24502139
<u>OFFICE OF THE GOVERNOR</u>	92.97	24502197
<u>OFFICE OF THE GOVERNOR</u>	620.91	24502274
<u>PUBLIC SAFETY</u>	226.32	24502330
<u>CORRECTIONS</u>	2,590.44	24502373
<u>ENVIRONMENTAL CONSERVATION</u>	250.29	24502411
<u>ENVIRONMENTAL CONSERVATION</u>	145.35	24502412
<u>ENVIRONMENTAL CONSERVATION</u>	127.35	24502415
<u>FISH AND GAME</u>	47.00	24502589

5. The Detail Information screen provides you:

1. **Warrant Information** about the payment.
2. **Contact Information** of the person who entered the payment request.
3. **Reference Information** about the payment itself (i.e., Ref Type, Ref Number, Date, Amount, Comment).

The screenshot displays a web interface with three main sections: Warrant Information, Contact Information, and Reference Information. Each section is highlighted with a numbered box (1, 2, and 3 respectively). Below these sections is a table with columns for Ref Type, Ref Number, Date, Amount, and Comment.

Ref Type	Ref Number	Date	Amount	Comment
INV	2874603-1	09/19/11	26.75	INVOICE
ACC	40021			
GEN	2874603-1	09/19/11	26.75	INVOICE

If you need more information regarding a payment, you may contact the person listed under the **Contact Information** section.

PAYMENTS THAT WERE STOP PAID

An electronic payment may be made in error and need to be reversed. Reasons include payments made to the wrong person/business or duplicate payments. Within five days of the original payment, the state may submit a reversal transaction to get the money back from your account.

On this web site, payments affected by this reversal transaction will show a negative amount with a note next to the payment labeled as ****STOP PAY****.

The screenshot shows a payment history screen. On the left, there are navigation links: Logoff, Refresh, Print, Back, and Older>. The main content area shows a list of payments for a specific account, including the date and amount. A red arrow points to a payment of -288.00 on 09/22/2011, which is labeled with ****STOP PAY****.

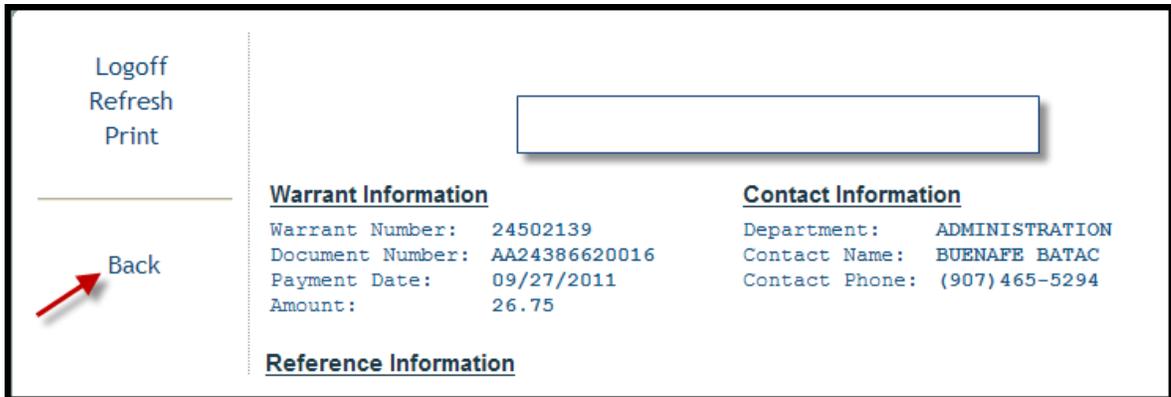
Payment Date	Payment Amount	
10/04/2011	167.26	
09/27/2011	256.00	
09/22/2011	-288.00	**STOP PAY**
09/13/2011	316.00	

If you look at the detail of a stop payment, you'll see the detail of the **original warrant** that was reversed.

NAVIGATING THE ELECTRONIC PAYMENT INQUIRY SYSTEM

BACK LINK

To go back to a previous screen, click the **Back** button:



The screenshot shows a web interface with a left sidebar containing 'Logoff', 'Refresh', and 'Print' links. Below these is a 'Back' button, which is highlighted with a red arrow. The main content area is divided into three sections: 'Warrant Information', 'Contact Information', and 'Reference Information'. A search box is visible at the top right.

<u>Warrant Information</u>		<u>Contact Information</u>	
Warrant Number:	24502139	Department:	ADMINISTRATION
Document Number:	AA24386620016	Contact Name:	BUENAFE BATAK
Payment Date:	09/27/2011	Contact Phone:	(907) 465-5294
Amount:	26.75		

HOW TO SCROLL THROUGH A LIST OF PAYMENTS

Older>

Payments are listed in date order, from the most recent to the oldest. To view older payments within the list, click the **Older>** link:



The screenshot shows a web interface with a left sidebar containing 'Logoff', 'Refresh', and 'Print' links. Below these are 'Back' and 'Older>' links, with 'Older>' highlighted by a red arrow. The main content area shows a search box and a table of payments.

Payments for
Includes payments through 10/06/2011

Payment Date	Payment Amount
<u>10/06/2011</u>	61,397.25
<u>10/05/2011</u>	3,543.22

<Newer

To view recent payments within the list, click the **<Newer** link:

Logoff
Refresh
Print

Payments for
Includes payments through 10/06/2011

Payment Date	Payment Amount
09/23/2011	7,543.37
09/22/2011	9,317.60
09/21/2011	20,365.43

Back
[<Newer](#)
Older>
[<<Newest](#)

[<<Newest](#)

To view the most recent payment, click the **[<<Newest](#)** link:

Logoff
Refresh
Print

Payments for
Includes payments through 10/06/2011

Payment Date	Payment Amount
09/23/2011	7,543.37
09/22/2011	9,317.60

Back
[<Newer](#)
Older>
[<<Newest](#)

HOW TO SCROLL THROUGH A LIST OF WARRANTS WITHIN A PAYMENT

[Next>](#)

To view the next page of warrants within a payment, click the **[Next>](#)** link:

Logoff
Refresh
Print

Included Warrants:
Payment Date: 10/06/2011 Amount: 61,397.25

Issuing Department	Payment Amount	Warrant Number
ALASKA COURT SYSTEM	6.61	24514329
HEALTH AND SOCIAL SERVICES	169.00	24514333

Back
[Next>](#)

<Prev

To view the previous page of warrants within a payment, click the **<Prev** link:

The screenshot shows a web interface with a left sidebar containing 'Logoff', 'Refresh', and 'Print'. A search bar is at the top right. Below it, 'Included Warrants:' is followed by a search box. The payment details are: 'Payment Date: 10/06/2011' and 'Amount: 61,397.25'. A table lists warrants with columns for 'Issuing Department', 'Payment Amount', and 'Warrant Number'. The '<Prev' link in the sidebar is highlighted with a red arrow.

Issuing Department	Payment Amount	Warrant Number
LEGISLATIVE AFFAIRS	216.62	24514805
MILITARY AND VETERANS AFFAIRS	212.00	24514965

<<Top

To go back to the very beginning of the list of warrants within the payment, click the **<<Top** link:

This screenshot is identical to the previous one, but the '<<Top' link in the left sidebar is highlighted with a red arrow.

REFRESH

To refresh the content of the current screen, click the **Refresh** link:

The screenshot shows the 'Warrant Information' page with the 'Refresh' link in the left sidebar highlighted by a red arrow. The page displays detailed information for a specific warrant.

<u>Warrant Information</u>		<u>Contact Information</u>	
Warrant Number:	24502139	Department:	ADMINISTRATION
Document Number:	AA24386620016	Contact Name:	BUENAFE BATAC
Payment Date:	09/27/2011	Contact Phone:	(907) 465-5294
Amount:	26.75		

Reference Information

PRINT

To print the content of the current screen, click the **Print** link:

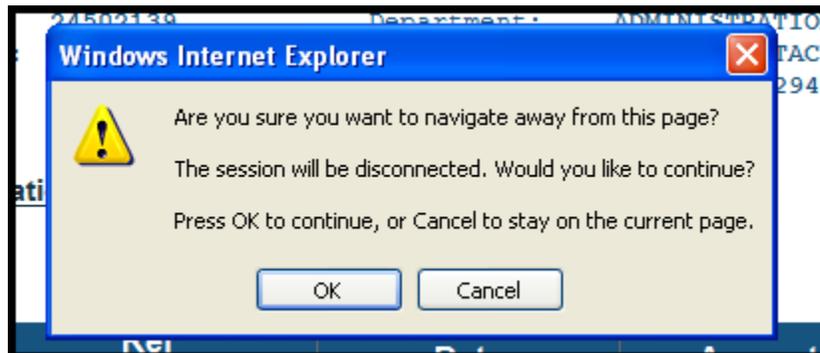


LOGOFF

When you are finished viewing payments, click the **Logoff** link to disconnect from the Electronic Payment Inquiry System:

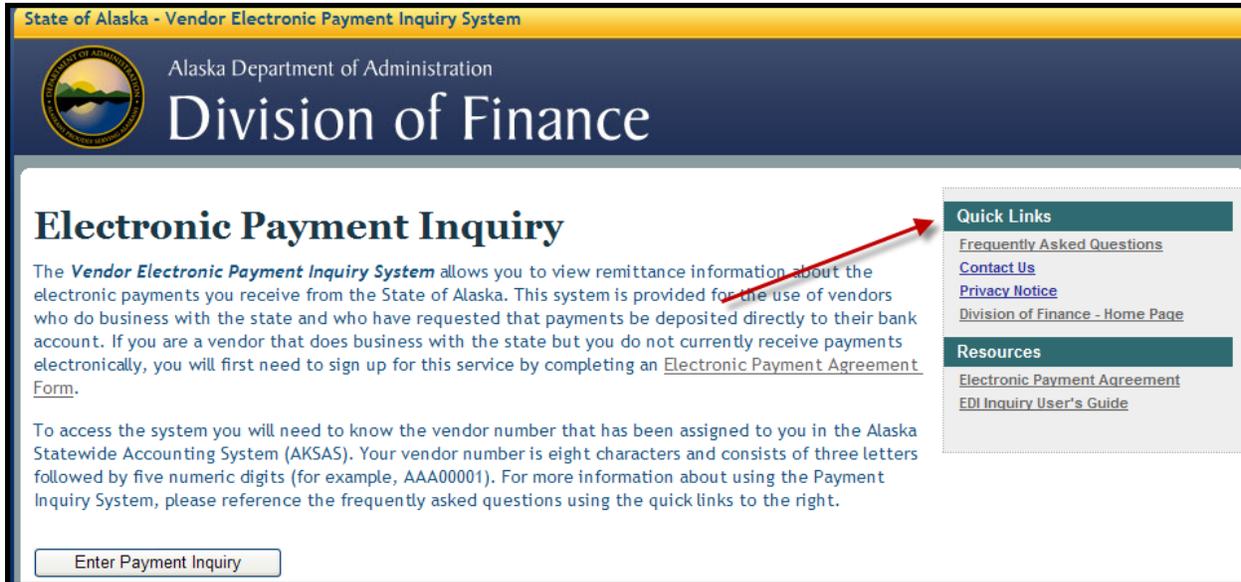


You will receive a pop up window asking if it is OK to disconnect. Click the **OK** button:



QUICK LINKS

On the home page of the Electronic Payment Inquiry website, we have a **Quick Links** section:



State of Alaska - Vendor Electronic Payment Inquiry System

Alaska Department of Administration
Division of Finance

Electronic Payment Inquiry

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To access the system you will need to know the vendor number that has been assigned to you in the Alaska Statewide Accounting System (AKSAS). Your vendor number is eight characters and consists of three letters followed by five numeric digits (for example, AAA00001). For more information about using the Payment Inquiry System, please reference the frequently asked questions using the quick links to the right.

[Enter Payment Inquiry](#)

Quick Links

- [Frequently Asked Questions](#)
- [Contact Us](#)
- [Privacy Notice](#)
- [Division of Finance - Home Page](#)

Resources

- [Electronic Payment Agreement](#)
- [EDI Inquiry User's Guide](#)

Our **Quick Links** are:

FREQUENTLY ASKED QUESTIONS

Click to view frequently asked questions regarding the Electronic Payment Inquiry System.

CONTACT US

Click to view contact information if you have questions or comments regarding the Electronic Payment Inquiry System.

PRIVACY NOTICE

Click to view our privacy statement regarding the Electronic Payment Inquiry System.

DIVISION OF FINANCE HOME PAGE

Click to view the home page of the Division of Finance.

RESOURCES

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Electronic Payment Inquiry

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- [Division of Finance - Home Page](#)

Resources

- [Electronic Payment Agreement](#)
- [EDI Inquiry User's Guide](#)

Our **Resources** are:

[ELECTRONIC PAYMENT AGREEMENT](#)

Click to access our Electronic Payment Agreement form in order to sign up and receive payments electronically.

[EDI INQUIRY USER'S GUIDE](#)

Click to view the user guide to our Electronic Payment Inquiry System.