



View Payment Details in SIGMA Vendor Self Service (VSS) Account

You can view scheduled payment and disbursement information for invoices and funding requests in SIGMA VSS. Follow the steps below to view payment details.

- A. Access the Scheduled Payments tab in SIGMA VSS.
 1. On the SIGMA VSS Home page, select the **Financial Transactions** tab.
 2. Select the **Scheduled Payments** tab.
- B. Search for your payment.
 1. In the **Invoice/Request Number** field, enter the invoice for the payment if known.
 2. Select **Search**.
- C. Select the payment request.
 1. Select the check box next to the payment to review.
 2. Select the **Details** button.
- D. Review the payment request details.
 1. On the Scheduled Payment Information page, review the **Scheduled Payment Date** in the **Line Amount** Information section. If the date is in the past, you can search for the associated check or EFT.
- E. Access the Checks/EFTs tab in SIGMA VSS.
 1. Select the **Checks/EFTs** tab.
 2. Select **Search**.
- F. Select the check or EFT to review.
 1. Select the check box next to the Check/EFT Number to review.
 2. Notice the Check/EFT Status and Amount in the row. The status indicates:
 - **Paid** – the check has cleared with the bank
 - **Warranted** – the check has been issued
 - **Cancelled** – the check has been cancelled
 3. Select the **Details** button.
- G. Review the check or EFT details.
 1. On the Check/EFT Information page, scroll down to review the Payment Allocation details.
 2. Select the **Additional Details** link in the Total Payment Allocation section to view the **Check Description** entered by the agency requesting the payment.
 3. Contact the **Department** listed in the upper right for additional details.