Search for Pending Payments, and View Payment Details in SIGMA VSS

Who: *State of Michigan vendors (including payees, grantees, and contractors).*

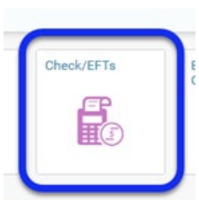
What: *Provides steps for vendors to search for details on payments, both those already received (section II) and those scheduled for payment (section III).*

I. Log into the SIGMA Vendor Self-Service (VSS) site

A. Click the VSS link: www.michigan.gov/SIGMAvss

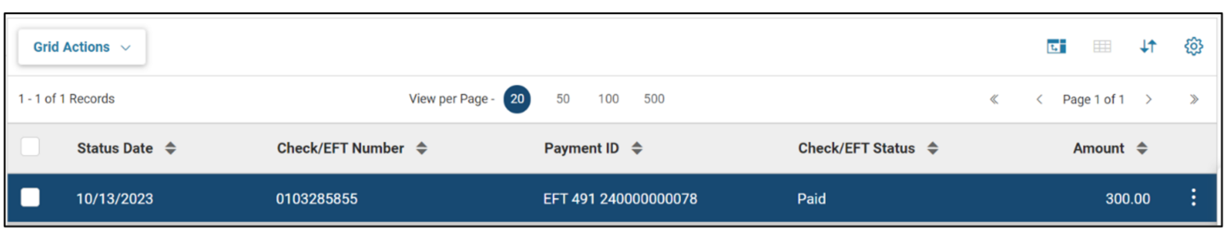
II. Search for details on a Check / Electronic Fund Transfer (EFT) Received

A. Once logged in to SIGMA VSS, click the **Checks/EFTs** Quicklink on the Home Page to access the Checks/Electronic Funds Transfer search page.



B. On the Check/EFT Search page:

1. Use the available fields to filter your search for the check or EFT.
2. Click **Apply**

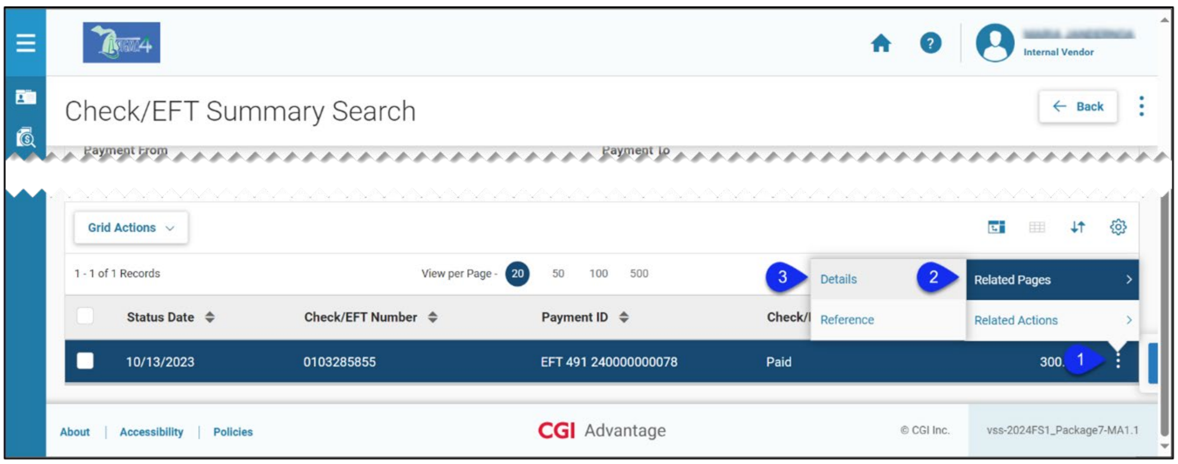


Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount
10/13/2023	0103285855	EFT 491 240000000078	Paid	300.00

C. Select the check or EFT to review by clicking on the line.

Note: If you are unable to find the check or EFT, it is possible that it's been scheduled. Skip to the next section to search for a scheduled payment.

1. Notice the Check/EFT Status and Amount in the row. The status indicates:
    - **Paid** – the check or EFT has cleared with the bank.
    - **Warranted** – the check has been issued.
    - **Cancelled** – the check or EFT has been cancelled.
2. Click the row-level three-dot menu at the end of the line (step 1 in screenshot below).
    a. To view details of payment, select **Related Pages** (step 2 in screenshot below).
        1. Select **Reference** to view the Referenced Agreements. This page will indicate the source of the payment, if applicable.
        2. Select **Details** to review the check or EFT details (step 3 in screenshot below).



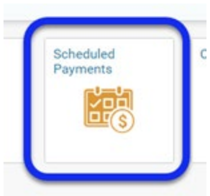
1) Scroll down to review Check/EFT Information, Vendor/Grantee Information, Total Payment Allocation, and Payment Allocation by Line.
2) Select the **Additional Details button** in the Payment Allocation by Line section to view the Check Description entered by the agency requesting the payment.

Note: To export a PDF version of the payment details:

- In Step 2 in the screen shot above select **Related Actions** instead
- Click **PDF** to export (i.e., download) a PDF version of the remittance advice.
    - The PDF provides all the same information as the Check/EFT Information (payment details) page except the vendor address, and the payment status.

III. Search for a Scheduled Payment

A. Click the **Scheduled Payments** Quicklink on the home page.



B. On the Scheduled Payments search screen:

1. Narrow your search by using the fields in the Filters widget with information about your payment, if known.
2. Click **Apply.**

C. Select the **payment** request to review by clicking on the line.

1. Click the **row-level three-dot menu** at the end of the line.
2. Click **Related Pages**.
3. Select **Details**.
    i. On the **Scheduled Payment Information** page, scroll down to the Line Amount Information section. Review the Scheduled Payment Date.