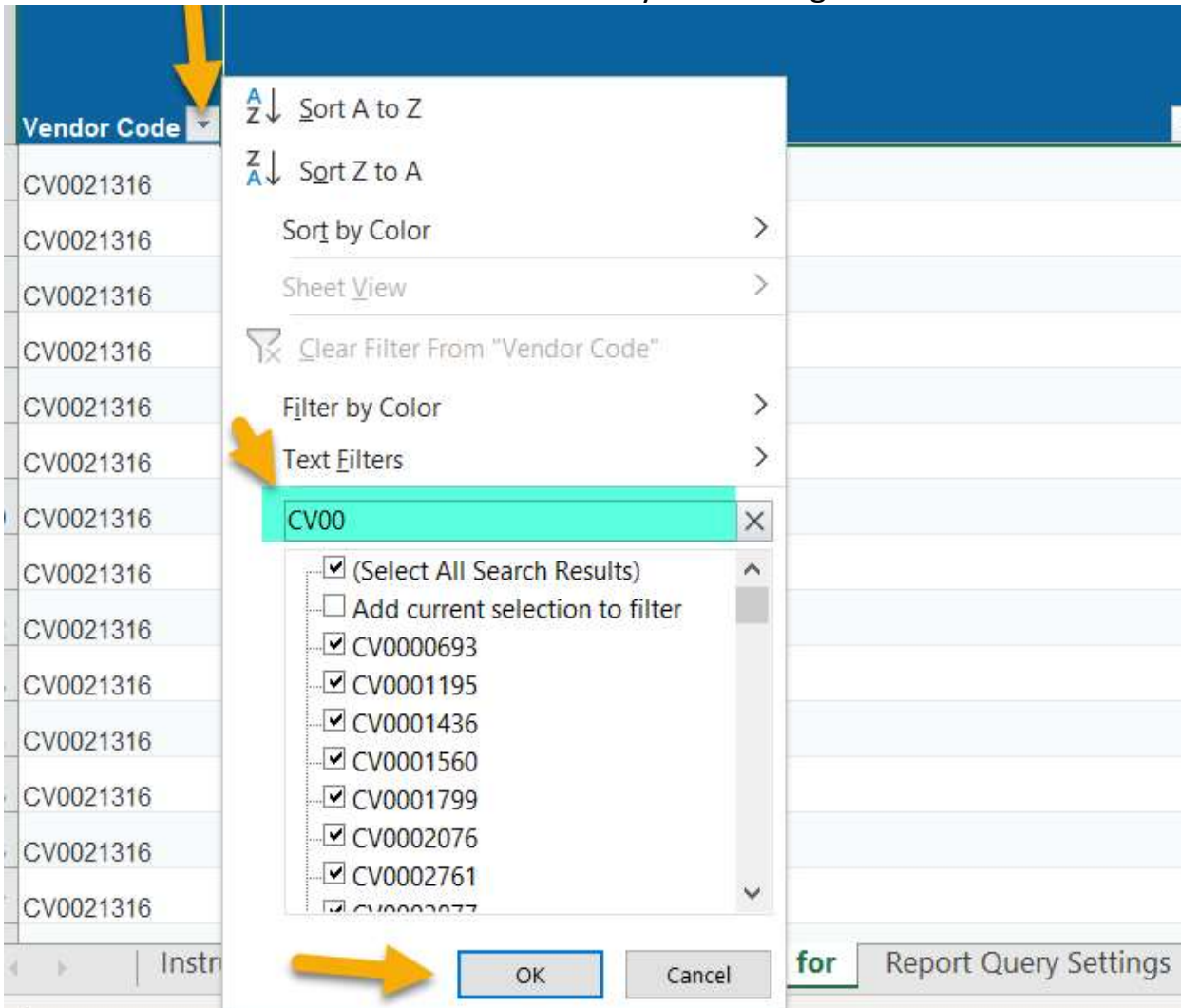# Instructions for Looking up Payment Information

1. In the Vendor Code column, click on the black down arrow and put your Vendor Code in the blank. If you don't have a blank, click on Text Filters and Equals and then enter the Vendor Code in the blank. It should then pull up your Vendor Code to Select. Once found click "OK". You can also filter by Vendor Legal Name.

2. Select, copy, and paste your data into a new spreadsheet. You may need to copy and paste the column header row separately.

3. **For subrecipient payments:**
   a. To identify Federal payments, refer to the "Funding Line CFDA Number" column. If a CFDA number is listed, that portion of the payment is federally funded. Any state funded portion of the payment will be on a separate line with no CFDA number.
   b. To obtain payments made for your fiscal year, filter the Jrnl Service To Date column to include your fiscal year only. If your records do not match this Subrecipient Payments report, please follow up with your MDHHS program administrator.