



# What is Enhanced Vendor Remittance?

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Enhanced Vendor Remittance (EVR) is a web portal offered by the Illinois Office of the Comptroller (IOC) that allows entities that receive commercial payments/deductions from the State of Illinois through either Direct Deposit or Illinois Funds to view or download comprehensive payment/deduction information. This user guide describes how to use EVR and provide some troubleshooting tips. Use the links below to jump to a specific section in this guide:

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## Am I eligible to use Enhanced Vendor Remittance?

State of Illinois payees need only to receive their payments/deductions on the Comptroller's commercial payment system and have previously authorized the use of Direct Deposit.

There is not an web-based system for payees to authorize Direct Deposit at this time. If you need to sign-up for Direct Deposit, please contact the IOC's Electronic Commerce Division at (217) 557-0930.

If you represent a local government unit in Illinois and the government participates in [Illinois Funds through the Illinois Office of the Treasurer](#), then you may also register for an Enhanced Vendor Remittance account. Just make sure that you refer to your U.S. Bank account during the registration process – described later in this user guide.

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## What constitutes a "commercial payment?"

Most commercial payments are issued to payees whom provided the State of Illinois a good or service. The commercial payment system also includes refunds, though not tax refunds, revenue shares with other units of government, or a reimbursement payment to a state employee for things like travel expenses.

Commercial payments are NOT wage and salary of active State of Illinois employees, annuities to state retirees, health care premium or pension system refunds, disbursements made from state employee deferred compensation, nor healthcare and dependent care savings accounts. Income tax refunds are not processed by the commercial payments system.

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## What constitutes a "deduction?"

Deductions are amounts the Comptroller redirects from a state employees' paycheck or a retiree's annuity payment to a specific account as directed by the payee. Deductions could be insurance premiums, educational savings accounts, health or dependent care savings accounts, deferred compensation, union or association dues, or a charitable contribution. They are established when an employee or retiree submits a deduction authorization form. The payee's employing agency or retirement system is responsible for their administration.

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## How do I register for an Enhanced Vendor Remittance account?

If the payee/entity [meets the requirements to register for an EVR account](#), they need to follow these steps...

1. Go to <http://www.illinoiscomptroller.gov/>
2. Select **Vendors** from the navigation bar at the top of the page.





3. Click on **Enhanced Vendor Remittance**, which is below the normal Vendor login section.

SUBMIT

**The following information is optional. If you'd like to receive an email or text message when we process your payment, please enter your email address or mobile number/provider below.**

**Payment Notification:**

**Contact Name:**

**Email:**

**Mobile Phone:**

**Mobile Provider:**

☐ By checking this box I certify that the email and mobile phone number provided are registered to me. I authorize the Office of the Comptroller to send me occasional emails/texts.

SUBMIT

**Enhanced Vendor Remittance**  
This site allows state vendors to quickly and easily view and/or download detailed remittance information for payments issued by the Office of the Comptroller.

**Download our Mobile App**  
Keep track of vendor payments for all companies you are responsible for doing business with the State of Illinois.

**Sign up for Direct Deposit**  
Direct Deposit is the fastest, safest, and easiest way for State of Illinois payees to receive their money. Vendors choose Direct Deposit because their money belongs in the bank, and not in the mail.

**Warrant Inquiry**  
The Warrant Inquiry Form allows a vendor to enter the warrant number and determine if the payment has been cashed.



4. Click on the **Register** button.

# ENHANCED VENDOR REMITTANCE

Enhanced Vendor Remittance allows State of Illinois vendors to quickly and easily view and download detailed remittance information for payments issued by the Office of the Comptroller. Vendors must have authorized Direct Deposit in order to register for this system.

We strongly advise you to disable any password managers or auto-complete features within your browser as they are likely to create an error during login attempts. Enhanced Vendor Remittance is offline from 10:00 p.m. CDT at the end of every business day to allow for regular information updates. Service will resume at roughly 4:00 a.m. CDT.

User Id:

Password:

LOGIN

REGISTER

USER GUIDE

Forgot your password?

Trouble Logging In?

5. Fill out the registration form in its entirety. All fields are required.

REGISTER ME!

Identificaiton No

999999999

Re-Enter Identificaiton No

999999999

Coordinator's First Name

Coordinator's Last Name

Phone

(999) 999-9999

E-Mail

myname@mail.com

Note: If you are signed up for another Vendor and you are also signed up for the mobile app, you will also be signed up for the mobile app for this vendor automatically. If you so choose, you can switch your settings to not use the mobile app for any vendor via the Coordinator's Manage User once you are logged into Enhanced Vendor application.

Do you wish to use EVR's Mobile App?

No

Coordinator

Y

(ONLY VENDOR COORDINATORS SHOULD REGISTER USING THIS FORM)

Payment Notification?

☒ Yes ☐ No

Type of Notification?

None

Cell Provider

None

Cell Phone

(999) 999-9999



## Here is a description of the information sought on the registration page:

**Identification No** – This is the Federal Employer Identification Number, Social Security Number, or Governmental Unit Code previously certified by the Office of the Comptroller, and that receives the payments/deductions in question. For deductions users, this field should contain the Trailer Code right filled with four zeros (i.e. 999990000).

**Coordinator's First Name** – EVR is programmed so payees/user can maintain their own account. The person who may add, delete, or edit the user's login information is referred to throughout this system as the "User Access Coordinator." In this field, please provide the first name of the individual whom shall fill this role.

**Coordinator's Last Name** - EVR is programmed so payees/user can maintain their own account. The person who may add, delete, or edit the user's login information is referred to throughout this system as the "User Access Coordinator." In this field, please provide the last name of the individual whom shall fill this role.

**Phone** – Please provide a telephone number at which the payee/user may be contacted.

**E-Mail** - Please provide an email address at which the payee/user may be contacted. This email address will also serve as the account holder's User ID for logging into the system.

**Do you wish to use EVR's Mobile App?** - The IOC has developed a mobile application, "[ILPays](#)," for Apple and Android smartphones and tablets. A feature within ILPays allows payees to view a brief summary of recently issued payments and unpaid vouchers. If you would like to make use of this feature, select "Yes" in the adjacent dropdown. This will generate a unique API key that must be entered into the app so the information can be accessed from the smartphone or tablet.

*Deduction users are ineligible to use this feature of ILPays.*

**Coordinator** - EVR is programmed so payees/users can maintain their own account. The person who may add, delete, or edit the user's login information is referred to throughout this system as the "User Access Coordinator." There is no need to edit the information in this field.

**Payment Notification** – The IOC offers EVR users the opportunity to receive either an email or SMS text message when the Comptroller has processed their payments or deductions. Click the radio dial next to "Yes" if you would like to receive these notifications, or else skip ahead to the "FINANCIAL INSTITUTION INFORMATION" section of this guide. Notifications are disbursed the morning of the next business day after the payment of disbursement has been processed.

**Type of Notification?** – If you have selected "Yes" in the "Payment Notification?" dropdown, then you must select how you would like to receive your notification. The options are either "Email" or "Text." Notifications sent via email will be addressed to the account provided in the "E-Mail" field above, and you may skip ahead to the "FINANCIAL INSTITUTION INFORMATION" section. If you would rather receive an SMS text message, then proceed to the next field.

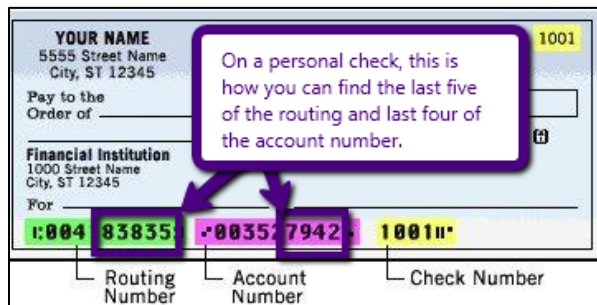
**Cell Provider** – If you opted to receive notifications via SMS text message, then you must select the mobile phone's service provider.

**Cell Phone** - If you opted to receive notifications via SMS text message, then you must provide the mobile phone's unique 10-digit number.



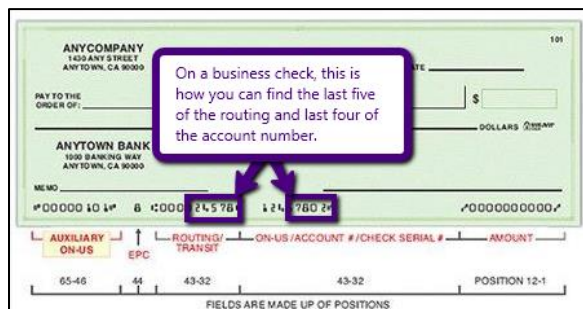
**Bank Routing Number (Last 5 Digits)** – To verify you are authorized to view this payee’s remittance advice or deductions, the IOC asks EVR registrants to confirm the vendor’s banking information. Please provide the last five digits of the routing number associated with the bank account that receives this vendor’s payments, and was previously included on the Direct Deposit authorization form. **NOTE:** *The last five digits of the routing number INCLUDES the check digit.*

**IMPORTANT:** *All bank information is encrypted during transmission to the IOC.*




**Bank Account Number (Last 4 Digits)** - To verify you are authorized to view this payee’s remittance advice or deductions, the IOC asks EVR registrants to confirm the vendor’s banking information. Please provide the last four digits of the account that receives this vendor’s payments, and was previously included on the Direct Deposit authorization form.

**IMPORTANT:** *All bank information is encrypted during transmission to the IOC.*



6. Please read the identity verification message, and put a check in the box if you agree.

<input type="checkbox"/> Bank Account Number (Last 4 Digits)	<input type="text" value="9999"/>	<input type="checkbox"/>	Re-Enter Bank Account Number (Last 4 Digits)	<input type="text" value="9999"/>	<input type="checkbox"/>
<div><input type="checkbox"/></div> <p>You acknowledge that the content is truthful and accurate to the best of your knowledge. You further acknowledge that it is your intent that submission acts as your digital signature in place of your manual signature, and that your digital signature has the same legal effect as your manual signature.</p>					

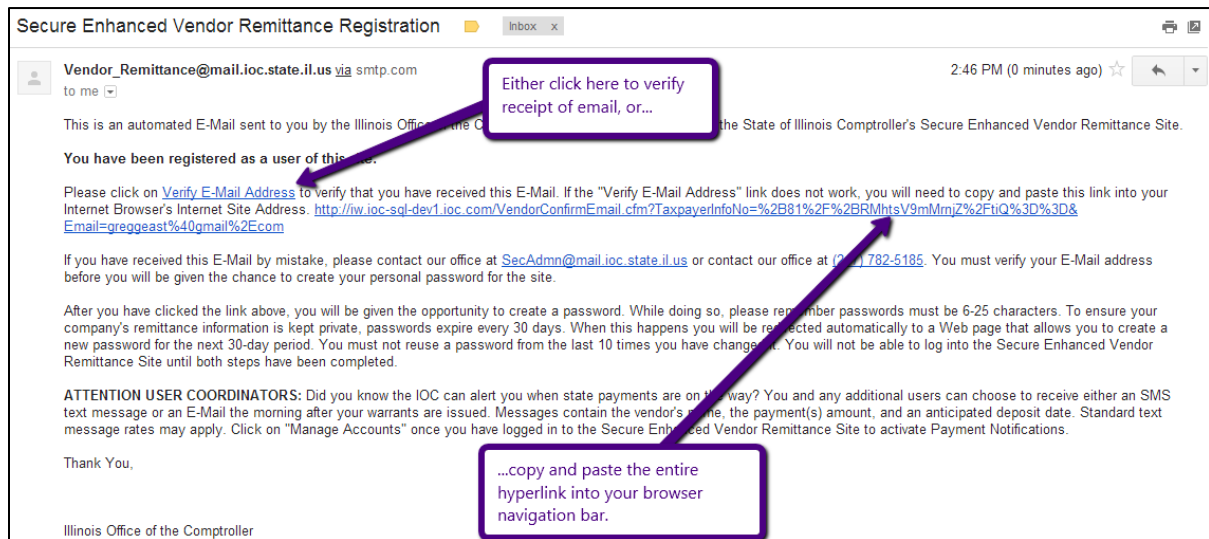
7. Please select the picture described in the captcha. This is to prevent malicious computer programs from registering for EVR accounts. If you need help with this selection, [click here](#).



Select the **MagnifyingGlass**. (What is this?)

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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- Click on the **Register Me!** button.
- You should receive an email to the address provided during registration that allows you to verify the information provided and setup a password. Click on the **Verify E-Mail Address** link or copy and paste the full hyperlink into your browser navigation bar.







10. Create your **Password**, select a Security Question, and provide an Answer. Then click on the **Create Password** button.

**Create Password**

Thank you for validating your E-Mail address with the Illinois Office of the Comptroller!

To create your personal password, enter your desired password in the "New Password", "Re-Enter" fields and click the "Create Password" button. Your password must be between 6-25 characters in length. Also, you can NOT use a password that you have used in the last 10 times. You can also select a Security Question and supply us with your answer so we can allow you to change your own password if you forget it.

New Password:

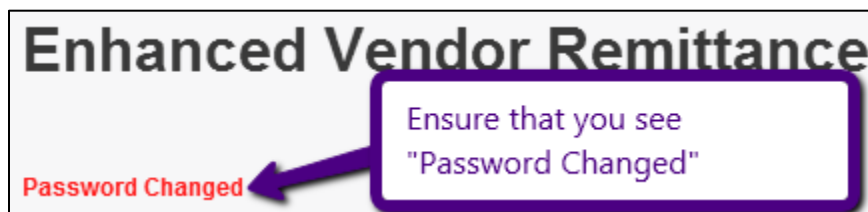
Re-Enter:

Security Question:

Security Question's Answer:

Create Password

11. Ensure that you are taken to the Enhanced Vendor Remittance login page and that you see the message **"Password Changed"**.



Once access is granted, the User Access Coordinator can add, delete, or edit sub-accounts in the "Manage Users" section, which is accessible after a successful login.

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## What if I have more than one Taxpayer Identification Number that receives payments/deductions from the State of Illinois?

Repeat the registration process for each Taxpayer Identification Number you represent that receives state payments and meets the [EVR account requirements](#). If you use the same email address in each registration, you will be able to access all of these entities' records with the same User ID and password.

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## **I represent a local government unit that participates in Illinois Funds. How do I register for an Enhanced Vendor Remittance account?**

Local government units may register for Enhanced Vendor Remittance accounts if they receive their payments via Direct Deposit from the Office of the Comptroller, or alternatively participate in the Illinois Funds program through the Office of the Treasurer.

Those local governments that receive their payments directly from the Comptroller should register using the steps outlined above. Illinois Funds participants may register for an Enhanced Vendor Remittance account using their U.S. Bank account information.

**NOTE:** Most Local Government Distributive Fund and revenue share payments are not credited to the local government's FEIN. Instead, the Illinois Dept. of Revenue vouchers these payments to the unit's Governmental Unit Code, which should be provided in the "Identification No" field during an Enhanced Vendor Remittance registration attempt.

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## **Someone within my organization has already registered for an Enhanced Vendor Remittance account, but I still need to access these records. How then do I register for an account?**

If someone within your organization has already registered for an Enhanced Vendor Remittance account, then no one else will be able to create login credentials by clicking on the "Register" button. Don't panic: that does not mean everyone in the office has to share the same User ID and Password.

The first person at your organization to register for an Enhanced Vendor Remittance account successfully becomes the "User Access Coordinator." This person has the power to add additional Enhanced Vendor accounts, delete them, or edit settings, such as email addresses, reset passwords, or even resend ILPays mobile app API keys. The User Access Coordinator can do all of this without contacting the Office of the Comptroller. They simply need to login and select the "Manage Users" option.

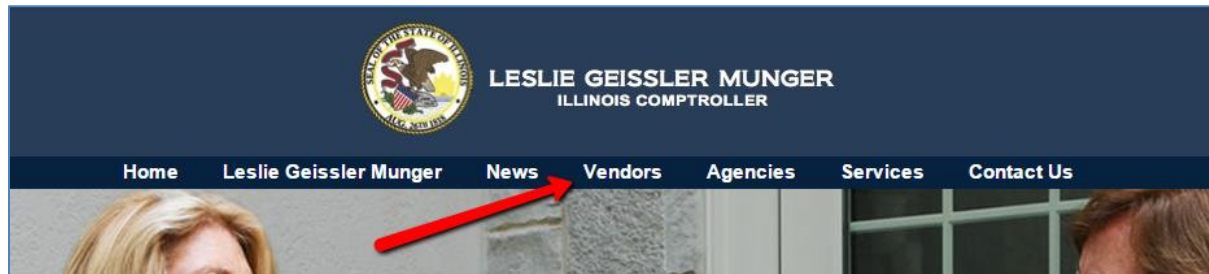
If you find yourself without your own User ID and Password, please contact your organization's User Access Coordinator.

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## How do I log in to Enhanced Vendor Remittance?

1. Navigate to <http://www.illinoiscomptroller.gov/>
2. Select **Vendors** from the navigation bar at the top of the page.



3. Click on **Enhanced Vendor Remittance**, which is below the normal Vendor login section.

SUBMIT

The following information is optional. If you'd like to receive an email or text message when we process your payment, please enter your email address or mobile number/provider below.

Payment Notification:

None

Contact Name:

First Name

Last Name

Email:

myname@mail.com

Mobile Phone:

(999) 999-9999

Mobile Provider:

None

☐ By checking this box I certify that the email and mobile phone number provided are registered to me. I authorize the Office of the Comptroller to send me occasional emails/texts.

SUBMIT

**Enhanced Vendor Remittance**  
This site allows state vendors to quickly and easily view and/or download detailed remittance information for payments issued by the Office of the Comptroller.

**Download our Mobile App**  
Keep track of vendor payments for all companies you are responsible for doing business with the State of Illinois.

**Sign up for Direct Deposit**  
Direct Deposit is the fastest, safest, and easiest way for State of Illinois payees to receive their money. Vendors choose Direct Deposit because their money belongs in the bank, and not in the mail.

**Warrant Inquiry**  
The Warrant Inquiry Form allows a vendor to enter the warrant number and determine if the payment has been cashed.



4. Key in your User ID, which is the email address associated with your account in most cases, and most password in the respective fields.

## ENHANCED VENDOR REMITTANCE

Enhanced Vendor Remittance allows State of Illinois vendors to quickly and easily view and download detailed remittance information for payments issued by the Office of the Comptroller. Vendors must have authorized Direct Deposit in order to register for this system.

We strongly advise you to disable any password managers or auto-complete features within your browser as they are likely to create an error during login attempts. Enhanced Vendor Remittance is offline from 10:00 p.m. CDT at the end of every business day to allow for regular information updates. Service will resume at roughly 4:00 a.m. CDT.

User Id:	<input type="text" value="test@illinoiscomptroller.go"/>	
Password:	<input type="password" value="*****"/>	
<div><div>LOGIN</div><div>REGISTER</div><div>USER GUIDE</div></div>		

[Forgot your password?](#)   [Trouble Logging In?](#)

5. Click the "Login" button.

User Id:	<input type="text" value="test@illinoiscomptroller.go"/>	
Password:	<input type="password" value="*****"/>	
	<div><div>LOGIN</div><div>REGISTER</div><div>USER GUIDE</div></div>	

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## Why do my login attempts result in a message indicating I am not an authorized user?

# ENHANCED VENDOR REMITTANCE

Enhanced Vendor Remittance allows State of Illinois vendors to quickly and easily view and download detailed remittance information for payments issued by the Office of the Comptroller. Vendors must have authorized Direct Deposit in order to register for this system.

We strongly advise you to disable any password managers or auto-complete features within your browser as they are likely to create an error during login attempts. Enhanced Vendor Remittance is offline from 10:00 p.m. CDT at the end of every business day to allow for regular information updates. Service will resume at roughly 4:00 a.m. CDT.

✖ Sorry, but you are not authorized to access the Secure Enhanced Vendor Remittance Site!

User Id:



Password:



LOGIN

REGISTER

USER GUIDE

[Forgot your password?](#) [Trouble Logging In?](#)

More than likely the answer to this question has to do with the login credentials you provided. Here are four common errors that prompt this message and what to do about them:

1. You may have made a simple typo. Trying logging in one more time with the information you are pretty sure you just keyed in.
2. You might be using an old password. Enhanced Vendor Remittance passwords expire every 30 days. If you have forgotten your password, you can click on the "Forgot your Password?" link on the login page to reset it.
3. Is your computer's Caps Lock or Numbers Lock on? The User ID and Password fields are case sensitive. If you unknowingly had Caps Lock on, then you may have tried to login with capital letters inversely placed. If you are using the numbers pad and do not have Num Lock on, you may be keying in characters that is not in your user ID or password.
4. Does your browser save login credentials? Do you have a predictive text tool activated in your browser? Many times these features save expired login information. Disable these options when you are trying to login to Enhanced Vendor Remittance.

If you continue to experience trouble with logging in, contact your organization's User Access Coordinator.

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## Do I need to update my password?

What separates Enhanced Vendor Remittance from other payment information portals is its security. The Office of the Comptroller is only able to relay information this much information to its payees through the web because users must have a unique user ID and password to access the information.

To maintain that data's integrity, Enhanced Vendor Remittance passwords expire every 30 days. Don't worry; you do not need to keep track of when that 30 days is up. So long as you can remember your most recent password and complete a successful login, Enhanced Vendor Remittance will prompt you when it's time for a change.

Passwords must have at least six characters, but cannot be more than 25 characters long. You cannot reuse the last 10 passwords.

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## I have forgotten my User ID. How might I retrieve it?

Most user IDs are the email address associated with your account. If you have additional questions, please contact your organization's User Access Coordinator.

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## I have forgotten my password. How can I reset it?

1. From the Enhanced Vendor Remittance site login page, click the "Forgot your Password?" link.

# ENHANCED VENDOR REMITTANCE

Enhanced Vendor Remittance allows State of Illinois vendors to quickly and easily view and download detailed remittance information for payments issued by the Office of the Comptroller. Vendors must have authorized Direct Deposit in order to register for this system.

We strongly advise you to disable any password managers or auto-complete features within your browser as they are likely to create an error during login attempts. Enhanced Vendor Remittance is offline from 10:00 p.m. CDT at the end of every business day to allow for regular information updates. Service will resume at roughly 4:00 a.m. CDT.

User Id:

Password:

**LOGIN** **REGISTER** **USER GUIDE**

[Forgot your password?](#) [Trouble Logging In?](#)



2. Key in the email address associated with your Enhanced Vendor Remittance account.

## FORGOT MY PASSWORD

If you have forgotten your password and have validated your E-Mail address with us, you can reset your password without having to contact either your Vendor Coordinator or Illinois Office of the Comptroller. Simply enter your E-Mail address, Tell us what "Security Question" you selected the last time you changed your password, tell us the answer to that security question, and click on the "Forgot Password" button. An E-Mail with an embedded hyperlink will be sent to you. Click on that hyperlink and you will be taken to the "Create Password" screen.

E-Mail:

Security Question:

Security Question's Answer:

**FORGOT PASSWORD**

3. Select the security question you established during registration, and provide the answer in the field below.

## FORGOT MY PASSWORD

If you have forgotten your password and have validated your E-Mail address with us, you can reset your password without having to contact either your Vendor Coordinator or Illinois Office of the Comptroller. Simply enter your E-Mail address, Tell us what "Security Question" you selected the last time you changed your password, tell us the answer to that security question, and click on the "Forgot Password" button. An E-Mail with an embedded hyperlink will be sent to you. Click on that hyperlink and you will be taken to the "Create Password" screen.

E-Mail:

Security Question:

Security Question's Answer:

**FORGOT PASSWORD**

Select the Security Question you selected the last time you changed your password.

- What is your favorite color?
- What is your mother's maiden name?
- What is your pet's name?
- What was your favorite automobile?
- What was your favorite subject in school?
- Where was your mother born?
- Where were you born?

4. Click the "Forgot Password" button below.

## FORGOT MY PASSWORD

If you have forgotten your password and have validated your E-Mail address with us, you can reset your password without having to contact either your Vendor Coordinator or Illinois Office of the Comptroller. Simply enter your E-Mail address, Tell us what "Security Question" you selected the last time you changed your password, tell us the answer to that security question, and click on the "Forgot Password" button. An E-Mail with an embedded hyperlink will be sent to you. Click on that hyperlink and you will be taken to the "Create Password" screen.

E-Mail:

Security Question:

Security Question's Answer:

**FORGOT PASSWORD**



5. You should instantly receive an email from our system that contains a link prompting you to reset your password. You may also setup a new security question and answer if you so choose.

## CHANGE PASSWORD

 Cancel

To change your personal password, enter your desired password in the "New Password", "Re-Enter" fields and click the "Change Password" button. Your password must be between 6-25 characters in length. Also, you can NOT use a password that you have used in the last 10 times. Passwords are case-sensitive. You must also select a Security Question and supply us with your answer so we can allow you to change your own password if you forget it.

New Password:	<input type="password"/>
Re-Enter:	<input type="password"/>
Security Question:	<input type="text"/>
Security Question's Answer:	<input type="text"/>
<input type="button" value="CHANGE PASSWORD"/>	

**REMEMBER:** Passwords must be between six and 25 characters, and expire every 30 days. You may not use any of the last 10 passwords.

**ALSO:** We recommend you disable any browser functions that save your login credentials as these tend to cause problems later on when you try to access the system.

**ALTERNATIVELY:** If it is easier, you may also contact your entity's User Access Coordinator. This individual can clear out your existing password, which will send you the email prompting you to setup a new one.

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## How can I view information about a particular payment?

1. Log in to Enhanced Vendor Remittance.
2. From the Vendor Summary page, click on the “Payments” option.

Summary ||| Contracts ||| **Payments** ||| Change Password ||| Manage Users ||| User Guide ||| Log Off

Vendor Status: **Certified**

Please note the change to Fiscal Year 2016

To view payment/contract information from FY 2015, be sure to select it from the drop down on the next screen. Thank you.

Contracts	
Number of Contracts:	3
Total Contract Amount:	\$1,356.48
Total Contract Encumbrances:	\$2,712.96
Total Contract Expenditures:	\$0.00
Payments	
Total Encumbrances:	\$1,356.48
Total Expenditures:	\$0.00

3. The Vendor Warrant Form allows you to search for a specific payment or payment type. Use the table below to help you decide which fields to employ, and how best to use them.

<b>* Select a fiscal year</b>	State of Illinois’ fiscal years are six months ahead of the normal calendar year (July 1 – June 30). The current fiscal year is the default, but you can search records from the two most recently expired budget years.
<b>Select an agency</b>	Identify the State of Illinois entity that submitted the voucher(s) to the Comptroller for payment.
<b>Enter a contract number</b>	Use this to query payments made against a contract. Contract numbers usually have 11 characters. If it does not, then "prefix" the number with the last digit of the fiscal year and as many zeros needed to make an 11-character string.
<b>Enter an invoice number</b>	State agencies often use the invoice number field to identify a specific payment. Often times they are customer account numbers or other identifiers submitted on the invoice.
<b>Select a warrant status</b>	Search for payments by their last action.
<b>* Beginning/Ending Date</b>	Search for payments by their issue date. The default is the last 30 days. <b>NOTE:</b> Lapse period payments are listed in the later fiscal year.
<b>* Select a sort field</b>	Select which one of the fields above will be considered in listing search results. Continue editing sorting criteria with the “Ascending” and “Descending” buttons below.
<b>* Number of Records returned as a time</b>	Select the number of payments should appear on a single page.

\* - Indicates a required field



- Click the "Find Warrants" button.

Number of Records returned at a time:

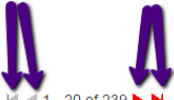
 **FIND WARRANTS**

*At this point, you may go about viewing your payments in one of two ways: within Enhanced Vendor Remittance or by downloading a spreadsheet file that contains all of the remittance advice for payments fitting the criteria provided on the Vendor Warrant Form.*

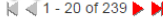
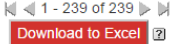
## View the payment information on the web

After clicking the "Find Warrants" button on the Vendor Warrants Form...

- Review a summary of the payments that match your search criteria. You can scroll through by using the arrows in the upper-left corner.

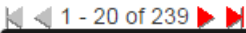
 Summary ||| Contracts ||| Payments ||| Change Password ||| Manage Users ||| User Guide ||| Log Off

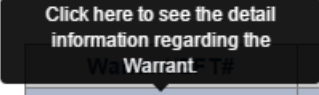
Warrants listed have Record Dates between 07-01-14 and 08-04-15.

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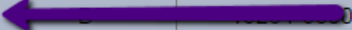
Warrant/EFT#	Addr Ind	Zip Code	Issue Date	Payment Amount	Voucher Number	Paid Date
--------------	----------	----------	------------	----------------	----------------	-----------

- To view detailed information about a specific payment, click the link embedded in its Warrant/EFT#

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Warrant/EFT#	Addr Ind	Zip Code	Issue Date
0000314			07/08/14



- View the Vendor Warrant Detail page. [Click here to view a table that will help you better understand the information presented here.](#)

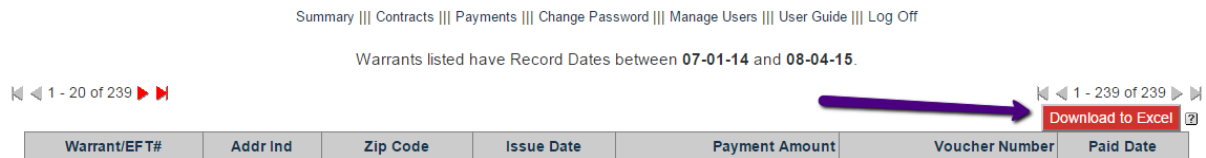
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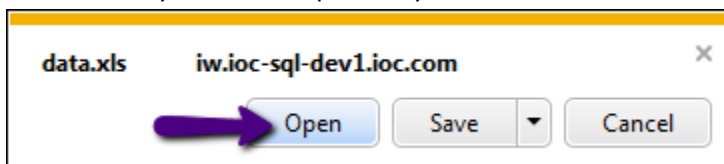
## Download the payment information into a spreadsheet file

After clicking the “Find Warrants” button on the Vendor Warrants Form...

8. Click the “Download to Excel” button in the upper-right corner.

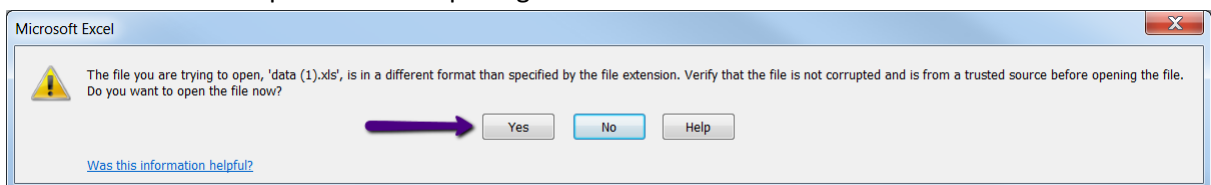


9. Do not panic if nothing appears to be happening right away. The system is generating a .csv file, which can be opened in multiple spreadsheet file programs, including Microsoft Excel. Your browser will tell you when the file has been generated by prompting you to Open, Save, or Delete it. We recommend you chose “Open” as you can save the file later on.



**NOTE:** If your search results in more than 1,000 records, then you will have to repeat steps five and six. Our system can only generate spreadsheet files with 1,000 lines of data at a time. If you have more than 1,000 records and want to download all of them into spreadsheet files, use the arrows in the upper-right corner to select the next batch, and then click “Download to Excel” again.

10. If you are opening the file in Microsoft Excel, then you may see this prompt. We recommend you click “Yes” in order to proceed with opening the file.



11. View the spreadsheet file’s contents. [Click here to view a table that will help you better understand the information presented here.](#)

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## Payment Definitions

Use the table below to help you better understand the information provided in Enhanced Vendor Remittance's web environment or the spreadsheet file.

<b>Warrant/EFT#</b>	A "warrant" is a check issued by the government, so think of the warrant number as a check number. If the payment was made via Direct Deposit, then the warrant number becomes an EFT (electronic funds transfer) number, which is a string of only numerical values.
<b>Fiscal Year</b>	Identifies the budget year in which the payment was processed. State of Illinois fiscal years are six months ahead of the regular calendar year (July 1 – June 30).
<b>Issue Date</b>	This is the date the payment was processed by the Comptroller.
<b>Anticipated Direct Deposit Date</b>	If the payment was made via Direct Deposit, this field will show the date it is expected to be deposited into the payee's bank account.
<b>Invoice Date</b>	If provided, this the date the vouchering state agency reported receiving the invoice.
<b>Total Voucher</b>	This is the gross payment amount as provided by the vouchering state agency.
<b>Total Offset</b>	If the Comptroller has an involuntary withholding claim on file for the payee, this is the gross amount deducted from the voucher amount.
<b>Total Fee</b>	If the payment qualifies for a processing fee, this is the gross amount deducted from the voucher amount.
<b>Warrant Total</b>	This is how much the payment was worth when it was processed by the Comptroller.
<b>Warrant Status</b>	<a href="#">Click here to see a more detailed guide on "Warrant Status" codes.</a>
<b>Agency</b>	This is the three-digit and name of the state agency that submitted the voucher.
<b>Contract</b>	If applicable, this is the identifier of the service agreement credited.
<b>Invoice</b>	If provided, this is a field sometimes used by state agencies to identify payments. Often times the information in this field is a customer account number or another identifier provided on the invoice.
<b>Voucher</b>	This is the payment's identifier before it was processed and became a warrant.
<b>Agency Amount</b>	This is the gross payment amount, as provided by the vouchering state agency.
<b>Vendor</b>	The payee's name as provided by the vouchering state agency.
<b>Name 2</b>	The payee's extended name as provided by the vouchering state agency.
<b>Address</b>	This is the payment's receiving address as identified by the vouchering state agency.
<b>Fund</b>	A three-digit code identifying the payment's funding source.
<b>Agency</b>	A three-digit code identifying the payment's vouchering state entity.
<b>Organization</b>	A code identifying the division within the state agency that vouchered the payment.
<b>Appropriation</b>	A code identifying the vouchering state agency's spending authority.
<b>Object</b>	A code identifying the type of good/service procured through this payment.
<b>Amount</b>	The dollar amount credited to the vouchering state agency's spending authority.
<b>Appropriation Name</b>	A description of the vouchering state agency's spending authority.
<b>Beginning Date of</b>	The first day of procurement included in this payment.



<b>Service</b>	
<b>End Date of Service</b>	The last day of procurement included in this payment.
<b>Line/Text</b>	This descriptive text allows the vouchering state agency to include any additional details about the payment. In banking, this field is to as the "addenda record."
<b>Agency Contact Information</b>	A telephone number to call for more information as provided by the vouchering state agency.

Use the table below to better understand Warrant Status codes.

<b>O</b>	<b>Issued and Outstanding</b>	The warrant has been issued but not cashed.
<b>P</b>	<b>Paid</b>	The warrant has been cashed and cleared.
<b>A</b>	<b>Requested Agency Stop</b>	The warrant's vouchering state agency has asked the Comptroller to cancel the payment.
<b>B</b>	<b>Requested Payee Stop</b>	The warrant's recipient has asked the Comptroller to cancel the payment.
<b>D</b>	<b>Confirmed Agency Stop</b>	A payment cancellation requested by the vouchering state agency has gone into effect.
<b>E</b>	<b>Escheated</b>	The warrant is invalid.
<b>F</b>	<b>Confirmed Payee Stop</b>	A payment cancellation requested by the recipient has gone into effect.
<b>G</b>	<b>Escheatable</b>	The warrant is more than one year old and may be invalid.
<b>H</b>	<b>Held</b>	The warrant is on hold at the Comptroller's Office at the request of the vouchering state agency.
<b>I</b>	<b>Void &amp; Replaced</b>	The warrant has been terminated due to an involuntary withholding claim and reissued.
<b>J</b>	<b>Undeliverable</b>	The warrant could not be delivered to the payee, and is on hold at the Comptroller's Office awaiting advice from the vouchering state agency.
<b>K</b>	<b>Request Payee Rescind Stop</b>	A payment cancellation request made by the recipient has been lifted.
<b>Q</b>	<b>Canceled for Redeposit</b>	The warrant was canceled and the funds debited back to the vouchering state agency.
<b>T</b>	<b>Canceled for Redeposit</b>	The warrant was canceled and the funds debited back to the vouchering state agency.
<b>V</b>	<b>Voided &amp; Replaced</b>	The warrant was invalidated and replaced because the original was lost, mislaid, etc. The warrant must be less than one year old.
<b>W</b>	<b>Request Agency Rescind Stop</b>	A payment cancellation request made by the vouchering state agency has been lifted.

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## How can I view information about a particular contract?

1. Log in to Enhanced Vendor Remittance.
2. From the Vendor Summary page, click on the “Contracts” option.

Summary ||| **Contracts** ||| Payments ||| Change Password ||| Manage Users ||| User Guide ||| Log Off

**Vendor Status: Certified**

Please note the change to Fiscal Year 2016

To view payment/contract information from FY 2015, be sure to select it from the drop down on the next screen. Thank you.

Contracts	
Number of Contracts:	4
Total Contract Amount:	\$23,164.48
Total Contract Encumbrances:	\$24,520.96
Total Contract Expenditures:	\$0.00
Payments	
Total Encumbrances:	\$23,164.48
Total Expenditures:	\$0.00

3. The Vendor Contract Form allows you to search for a specific contract or contract type. Use the table below to help you decide which fields to employ, and how best to use them.

<b>* Select a fiscal year</b>	State of Illinois’ fiscal years are six months ahead of the normal calendar year (July 1 – June 30). The current fiscal year is the default, but you can search records from the two most recently expired budget years.
<b>Select an agency</b>	Identify the State of Illinois entity that submitted the voucher(s) to the Comptroller for payment.
<b>Enter a contract number</b>	Use this to query payments made against a contract. Contract numbers usually have 11 characters. If it does not, then "prefix" the number with the last digit of the fiscal year and as many zeros needed to make an 11-character string.
<b>Select a contract type</b>	Select the type that best describes the agreement.
<b>* Select a sort field</b>	Select which one of the fields above will be considered in listing search results. Continue editing sorting criteria with the “Ascending” and “Descending” buttons below.
<b>* Number of Records returned as a time</b>	Select the number of payments should appear on a single page.

\* - Indicates a required field

4. Click the “Find Contracts” button.
5. Review a summary of the contracts that match your search criteria. You can scroll through by using the arrows in the upper-left corner.



Summary ||| Contracts ||| Payments ||| Change Password ||| Manage Users ||| User Guide ||| Log Off

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Contract Agency	Contract	Type	From Date	To Date	Contract Amount	Obligated	Expended
-----------------	----------	------	-----------	---------	-----------------	-----------	----------

6. To view detailed information about a specific contract, click the link embedded in its Contract Number.

Contract Agency	Contract	Type
999	6CMS366730B	<a href="#">View Contract</a>

7. Review the information on the Vendor Contract Detail page. Use the table below to better understand the data.

<b>Fiscal Year</b>	Identifies the budget year in which the payment was processed. State of Illinois fiscal years are six months ahead of the regular calendar year (July 1 – June 30).
<b>From Date</b>	The date the contract went into effect.
<b>To Date</b>	The date the contract expired.
<b>Contract Total</b>	The gross amount credited to the contract.
<b>Contract Type</b>	A description of the contract.
<b>Class</b>	A description of the good/service procured under the agreement.
<b>Agency</b>	The state entity that awarded the contract.
<b>Obligated Amount</b>	The dollar amount budgeted for expenditures against this contract.

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## How can I view information about a particular deduction?

1. Log in to Enhanced Vendor Remittance.
2. From the Vendor Deduction Form, select the “Deductions” option.

3. The Deduction Form allows you to search for a specific deduction. Use the table below to help you decide which fields to employ, and how best to use them.

* <b>Select a Most Recent or Date Range.</b>	If you select “Most Recent” you will see a list of deductions available the next working day. If you select “Date Range” then you must supply a beginning date and ending date range for the Issue Date(s) of the deductions to display.
* <b>Select a sort field</b>	Select which one of the fields above will be considered in listing search results. Continue editing sorting criteria with the “Ascending” and “Descending” buttons below.
* <b>Number of Records returned as a time</b>	Select the number of deductions should appear on a single page.
* - Indicates a required field	

4. Click the “Find Deductions” button.





*At this point, you may go about viewing deductions advice in one of three ways: within the Enhanced Vendor Remittance web environment, download a spreadsheet file, or download a PDF file that contains all of the information for deductions fitting the criteria provided on the Deduction Form.*

## View the deduction information on the web

After clicking the “Find Deductions” button on the Deductions Form...

- Review a summary of the deductions that match your search criteria. You can scroll through by using the arrows in the upper-left corner.

Deductions ||| Change Password ||| Manage Users ||| Log Off

Deductions listed are for the Most Recent Generation Date associated with 12/26/2015.

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CSV PDF ?

Soc Sec Number	Name	Pay Period Beginning Date	Pay Period Ending Date	Generated Date	Anticipated Direct Deposit Date	Deduction Amount
----------------	------	---------------------------	------------------------	----------------	---------------------------------	------------------

- To view detailed information about a specific deduction, click the link embedded in its Soc Sec #

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CSV PDF ?

Soc Sec Number		Pay Period Beginning Date	Pay Period Ending Date	Generated Date	Anticipated Direct Deposit Date
XXX-XX-2899	Click here to see detail information about the deduction.	12/01/15	12/15/15	12/18/15	12/28/15

- View the Deduction Detail page. [Click here to view a table that will help you better understand the information presented here.](#)

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## Download the deduction information into a spreadsheet file

8. Click the “CSV” button in the upper-right corner.

Deductions ||| Change Password ||| Manage Users ||| Log Off

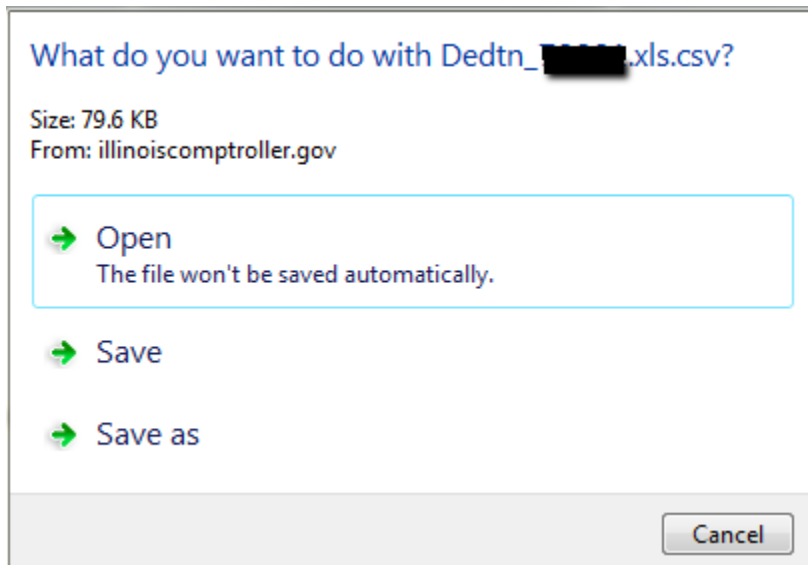
Deductions listed are for the Most Recent Generation Date associated with 12/26/2015.

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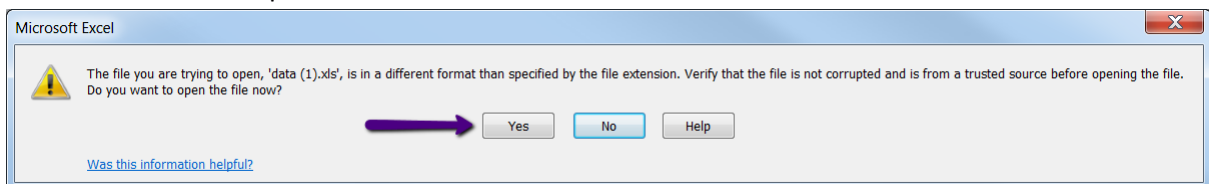
CSV PDF 2

Soc Sec Number	Name	Pay Period Beginning Date	Pay Period Ending Date	Generated Date	Anticipated Direct Deposit Date	Deduction Amount
----------------	------	---------------------------	------------------------	----------------	---------------------------------	------------------

9. Your browser will tell you when the file has been generated, and prompt you to open or save it. You might get a security dialog box that asks for a security user/password. If you do, click “Cancel.”



10. CSV files should open in most all spreadsheet file reading programs, such as Microsoft Excel, Google Sheets, or Apple Numbers. When opening the file you may see this prompt. We recommend you click “Yes” in order to proceed.



11. View the spreadsheet file’s contents. [Click here to view a table that will help you better understand the information presented here.](#)

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## Download the deduction information into a pdf file

After clicking the “Find Deductions” button on the Deduction Form...

- Click the “PDF” button in the upper-right corner. You may need Adobe Reader installed on your machine to load PDF files.

Deductions ||| Change Password ||| Manage Users ||| Log Off

Deductions listed are for the Most Recent Generation Date associated with 12/26/2015.

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CSV PDF

Soc Sec Number	Name	Pay Period Beginning Date	Pay Period Ending Date	Generated Date	Anticipated Direct Deposit Date	Deduction Amount
----------------	------	---------------------------	------------------------	----------------	---------------------------------	------------------

- View the PDF file’s contents. [Click here to view a table that will help you better understand the information presented here.](#)
- If you want to view all of the deductions associated with a particular warrant/trace number, click on the link embedded in the warrant/trace number. You will be able to scroll through the deductions associated with this warrant/trace number or download the information into a CSV file or PDF file.

Soc Sec Number: XXX-XX-4864

Generated Date:	12/28/2015	Anticipated Direct Deposit Date:	01/01/16
Name:	[REDACTED]	Pay Period Beginning Date:	12/16/2015
Pay Period Number:	01	Pay Period Ending Date:	12/31/2015
Deduction Type:	7	Deduction Amount:	\$ 135.00
Deposit Warrant/Trace:	[REDACTED]	Payroll Code:	[REDACTED]
		Law Code:	000
		Fund:	000
		Total Deposit Amount:	\$ 52,888.93
		Voucher Number:	[REDACTED]

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## Deduction Definitions

Use the table below to help you better understand the information provided in Enhanced Vendor Remittance's web environment or the spreadsheet file.

<b>Soc Sec #</b>	The last 4-digits of the FEIN or Social Security Number for the deduction. Click on the hyperlink embedded to see the detail information regarding the deduction.
<b>Name</b>	This field displays the name of the employee or retiree at whose direction the deduction was made.
<b>Pay Period Beginning Date</b>	This field displays the starting date for the pay period to which the deduction applies.
<b>Pay Period Ending Date</b>	This field displays the ending date for the pay period to which the deduction applies.
<b>Generated Date</b>	For payroll, this field displays the date the deduction was processed plus one business day. For retirement, this field displays the date the deduction was processed.
<b>Anticipated Direct Deposit Date</b>	This field displays expected date the disbursement will be available to the individual or institution for whom it was deducted.
<b>Deduction Amount</b>	This field displays the amount taken out of the salary or retirement payment at the direction of the payee.
<b>Pay Period Number</b>	A two-digit number indicating which pay period the deduction is covering. Example "02" = Jan 1/15 pay period, "03" =Jan 16/31 pay period, "04" = Feb 1/15 pay period etc.
<b>Payroll Code</b>	A unique five-digit number assigned to the agency by the IOC.
<b>Deduction Type</b>	A one digit character (which has been assigned by the IOC) to determine which type of deduction the money is for. Example: Insurance(1), Union(2), Credit Union(7), etc.
<b>Law Code</b>	A one digit character associated to a retiree. The retirement system places this on the file/voucher submitted to IOC.
<b>Fund</b>	A three-digit code identifying the deduction's funding source
<b>Deposit Warrant/Trace</b>	A "warrant" is a check issued by the government, so think of the warrant number as a check number. If the payment was made via Direct Deposit, then the warrant number becomes an EFT (electronic funds transfer) number, which is a string of only numerical values.
<b>Total Deposit Amount</b>	This field displays the total amount for the Deposit Warrant taken out of the salary or retirement payment at the direction of the payees.
<b>Voucher Number</b>	This is the deduction identifier before it was processed and became a warrant.

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## How do I setup payment/deduction notifications?

Enhanced Vendor Remittance users may receive either an SMS text message or email the morning after payments/deductions for them are processed by the Comptroller.

There are two ways to activate payment notifications.

The first is during the [Enhanced Vendor Remittance registration process](#)...

Coordinator  (ONLY VENDOR COORDINATORS SHOULD REGISTER USING THIS FORM)

Payment Notification? ☒ Yes ☐ No **Select "Yes"**

Type of Notification?

Cell Provider

Cell Phone

Coordinator  (ONLY VENDOR COORDINATORS SHOULD REGISTER USING THIS FORM)

Payment Notification? ☒ Yes ☐ No

Type of Notification?   
**None**  
Email  
Text **Indicate how you want the notification delivered**

Cell Provider

Cell Phone

Coordinator  (ONLY VENDOR COORDINATORS SHOULD REGISTER USING THIS FORM)

Payment Notification? ☒ Yes ☐ No

Type of Notification?  **If "Text" ...**

Cell Provider   
**None**  
AT&T  
Boost  
Cricket  
Sprint  
T-Mobile  
U.S. Cellular  
Verizon  
Virgin Mobile **...then identify your mobile data provider and phone number.**

Cell Phone

**FINANCIAL INSTITUTION INFORMATION**

For security reasons, we must verify the ver comfortable that even though you are suppl encrypted format.

al institution information to verify your current ACH acco re your information. The information that you provide to

Email payment/deduction notifications will be delivered to the address affiliated with your account.

If your organization has already registered for Enhanced Vendor Remittance, then your [User Access Coordinator may activate payment/deduction notifications](#) in the "Manage Users" dashboard.

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## How do I view a summary of my payment information on my smartphone or tablet?

Enhanced Vendor Remittance is a mobile-adaptive website, but you can also view a summary of the most recent payments issued to your organization through the ILPays mobile application.

ILPays is the official mobile application of the Office of the Comptroller, and is available for all Apple iOS and Android devices.

[Click here to learn more about ILPays](#), and how to set it up.

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## What does it mean to be a “User Access Coordinator?”

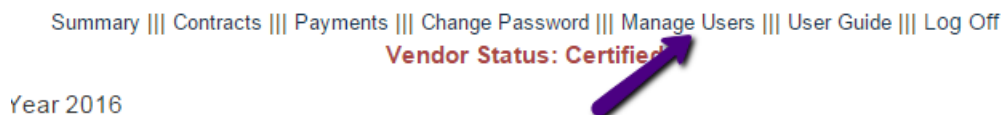
Enhanced Vendor Remittance is designed so that organizations administer their own accounts instead of filing forms or contacting the Office of the Comptroller. This allows for a quicker and easier experience.

The person who first registers for your organization’s first Enhanced Vendor Remittance account becomes the User Access Coordinator. The User Access Coordinator serves as the organization’s account administrator. He or she has the ability to add additional user accounts, delete user accounts, edit existing user accounts, reset passwords, setup payment notifications, and issue [ILPays](#) API keys.

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## How do I add an account?

1. Log in to Enhanced Vendor Remittance.
2. From the Vendor Summary page, select “Manage Users.”



3. Below the scrolling arrows, select the Add User icon.





4. Complete the registration form to your and the new user's liking.

ADD/MODIFY/E-MAIL VERIFICATION

CANCEL

5) First Name

Last Name

E-Mail

Contact Phone

(999) 999-9999

Note: If you are signed up for another Vendor, make sure your Mobile App settings are identical. If you answer "No" to this question you are saying you are not going to be using the Mobile App for any of your assigned Vendors.

Do you wish to use EVR's Mobile App?

No

Coordinator

☐ Yes ☒ No

Payment Notification?

☐ Yes ☒ No

Type of Notification

None

Cell Provider

None

Cell Phone

(999) 999-9999

ADD/MODIFY/E-MAIL VERIFICATION

CANCEL

5. Click the "Add/Modify/E-mail Verification" button. The new user should receive an email prompting them to verify their email address provide a link that will direct them on how to setup their password and security question.

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## How do I delete an account?

1. Log in to Enhanced Vendor Remittance.
2. From the Vendor Summary page, select "Manage Users."

Summary ||| Contracts ||| Payments ||| Change Password ||| Manage Users ||| User Guide ||| Log Off

Vendor Status: Certified

Year 2016







- Put a check in the “Delete User” box on the page with the to-be-deleted user’s information.

ADD/MODIFY/E-MAIL VERIFICATION

2 of 4

2) First Name: daffey Last Name: duck

☐ Delete User ☐ Reset Password ☐ Re-Send API

Contact Phone

- Click the “Add/Modify/E-mail Verification” button.

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## How do I change an email address or phone number?

- Log in to Enhanced Vendor Remittance.
- From the Vendor Summary page, select “Manage Users.”

Summary ||| Contracts ||| Payments ||| Change Password ||| Manage Users ||| User Guide ||| Log Off

Vendor Status: Certified

Year 2016

- Click in the field containing the information you need to edit. When the changes have been made, click the “Add Modify/E-mail Verification” button to save your changes.

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## How do I reset a user’s password?

- Log in to Enhanced Vendor Remittance.
- From the Vendor Summary page, select “Manage Users.”

Summary ||| Contracts ||| Payments ||| Change Password ||| Manage Users ||| User Guide ||| Log Off

Vendor Status: Certified

Year 2016



- Put a check in the “Reset Password” box on the page with the information belonging to the user that needs a new password.

ADD/MODIFY/E-MAIL VERIFICATION

2 of 4

2) First Name  Last Name

☐ Delete User ☒ Reset Password ☐ Re-Send API

- Click the “Add/Modify/E-mail Verification” button. The user should receive a message from the system prompting them to setup a new password and security question.

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## How do I setup payment notifications?

- Log in to Enhanced Vendor Remittance.
- From the Vendor Summary page, select “Manage Users.”

Summary ||| Contracts ||| Payments ||| Change Password ||| Manage Users ||| User Guide ||| Log Off

Vendor Status: Certified

Year 2016

- Scroll through the accounts using the arrows in the middle of the page until you find the user who should receive payment notifications.
- NOTE:** Only users who have been granted “User Access Coordinator” status may receive payment notifications.



4. Fill the “Yes” circle in the payment notifications section.

**Coordinator** ☒ Yes ☐ No

**Payment Notification?** ☒ Yes ☐ No

**Type of Notification**

**Cell Provider**

**Cell Phone**

5. Select the type of payment notification the user should receive.

**Coordinator** ☒ Yes ☐ No

**Payment Notification?** ☒ Yes ☐ No

**Type of Notification**

**Cell Provider**

**Cell Phone**

If you select “Email,” skip ahead to step 7 as these payment notifications will be sent to the account’s email address.

6. If you select “Text” in the Type of Notification dropdown, you will need to indicate the phone’s mobile data provider and telephone number.



Select a mobile provider from this list.

Type of Notification: Text

Cell Provider: None

Cell Phone: (999) 999-9999

Coordinator: [Name]

Payment Notification: [Name]

Type of Notification: Text

Cell Provider: AT&T

Cell Phone: (999) 999-9999

Date Validated E-Mail Sent: 5

Date E-Mail Validated: 5

Date Password Changed: 5

Please provide the mobile telephone number

7. Click on the “Add/Modify/E-mail Verification” button to save your changes.

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## How do I setup an ILPays mobile app?

There is a feature within the ILPays mobile app, which is available for Apple iOS and Android devices, that allows Enhanced Vendor Remittance users to view within the app a quick summary of recent payments processed by the Comptroller.

The details on how to setup ILPays are outlined in its respective user guide, but the important thing User Access Coordinators should note is that every ILPays user's API key is posted within the Manage Users dashboard. Simply scroll through the accounts using the arrows in the middle of the page until you find the user who needs a copy of their API key.

ADD/MODIFY/E-MAIL VERIFICATION

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2) First Name: daffey Last Name: duck

☐ Delete User ☐ Reset Password ☐ Re-Send API

E-Mail: Contact Phone: (999) 999-9999

Note: If you are signed up for another Vendor, make sure your Mobile App settings are identical. If you answer "No" to this question you are saying you are not going to be using the Mobile App for any of your assigned Vendors.

Do you wish to use EVR's Mobile App? Yes

API 1EEF8700B04FECB75785354F5557E2AE16DE9CBCFD1BA62451975662D29CB7

Coordinator ☒ Yes ☐ No

A purple arrow points from the text "the user who needs a copy of their API key" to the API key field.

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## How do I resend an ILPays API key?

1. Log in to Enhanced Vendor Remittance.
2. From the Vendor Summary page, select "Manage Users."

Summary ||| Contracts ||| Payments ||| Change Password ||| Manage Users ||| User Guide ||| Log Off

Vendor Status: Certified

Year 2016

A purple arrow points from the text "select 'Manage Users'" to the "Manage Users" link in the navigation bar.

3. Put a check in the "Resend API" box on the page with the information belonging to the user that needs a new password.

2) First Name: daffey Last Name: duck

☐ Delete User ☐ Reset Password ☐ Re-Send API

A purple arrow points from the text "Put a check in the 'Resend API' box" to the "Re-Send API" checkbox.



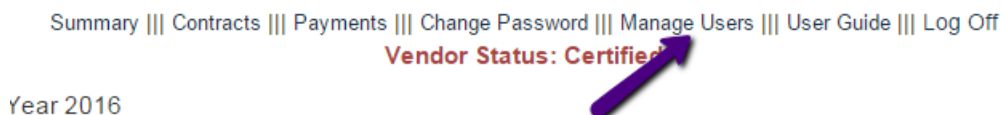
4. Click the “Add/Modify/E-mail Verification” button. The user should receive a message from the system that contains their API key.

[Click here for more ILPays help.](#)

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## How do I make someone else a User Access Coordinator?

1. Log in to Enhanced Vendor Remittance.
2. From the Vendor Summary page, select “Manage Users.”



3. Scroll through the accounts using the arrows in the middle of the page until you find the user who should become a User Access Coordinator. Fill the “Yes” circle labeled “Coordinator.”

Coordinator	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Payment Notification	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Type of Notification	<input type="text" value="Text"/>	

4. Click the “Add/Modify/E-mail Verification” button to save your changes.

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