Vendor Payment History

The Vendor Website provides information for Payment History. In addition, vendors can download Direct Deposit Forms, view Interest Rates, and submit an electronic Substitute W9.

Navigation

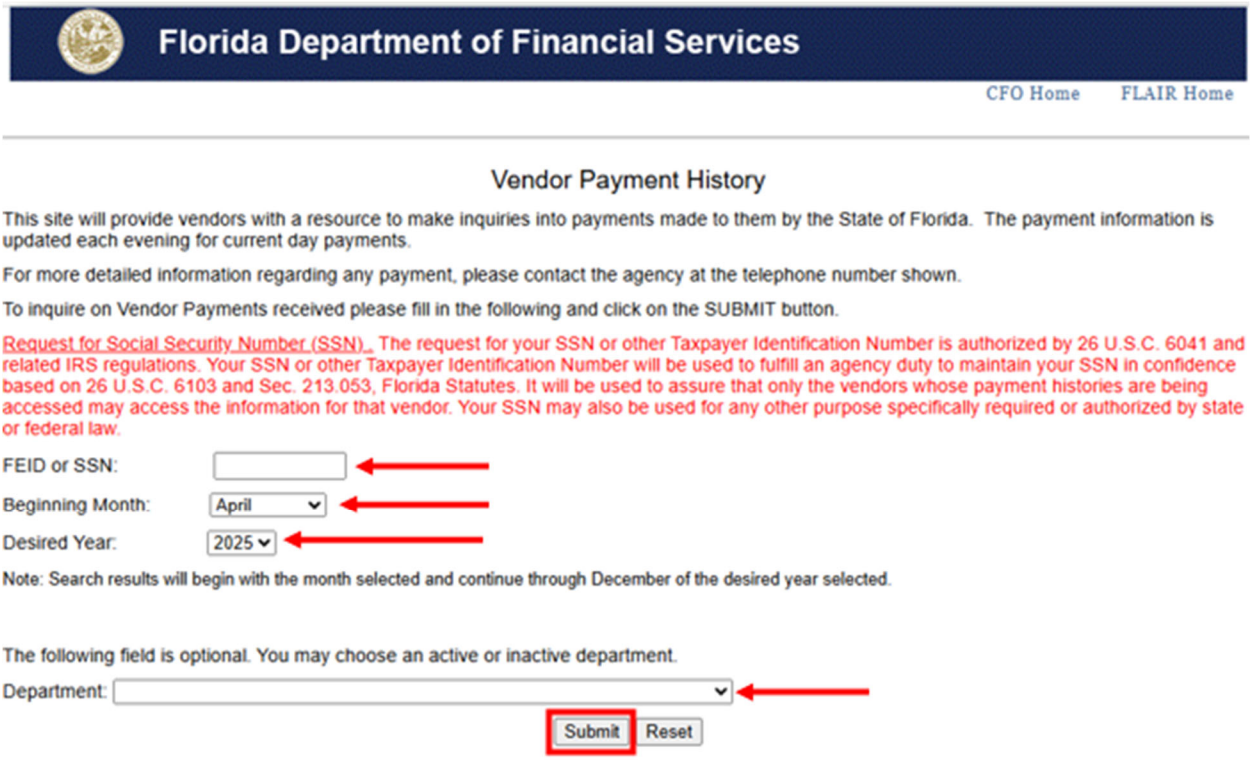
To navigate to the State of Florida Vendor Website:

1. Type https://www.myfloridacfo.com/division/aa/vendors in your internet browser.
2. On the Vendors Website, scroll to the Vendor Payment section, and choose **Vendor Payment History System Website.**
3. The Vendor Payment History Search screen will display.

Search

To view payment history or pending payments:

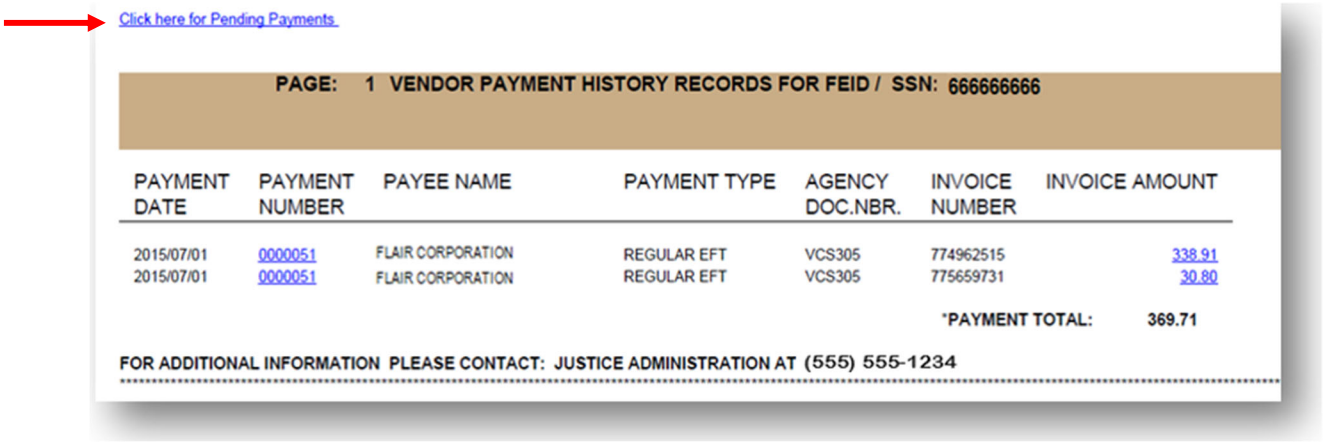
1. Enter the required nine-digit FEID or SSN number.
2. Enter month and year; if desired. These are optional.
3. To narrow your query, choose a Department from the dropdown menu. This is optional.
4. Click the **Submit** button.



Payment History & Pending Payments

Search results will open in the browser and will show payment history. Payments are grouped by Department. Each Department's contact information is listed for further inquiry on specific payments. Payment date is the date payment is issued.

You may also view Pending Payments. After you enter your search criteria on the Vendor Payment History search page and your results populate, the top of the page will provide the link, **Click here for Pending Payments**. Select this option to see outstanding payments.



Click here for Pending Payments

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 666666666

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2015/07/01	0000051	FLAIR CORPORATION	REGULAR EFT	VCS305	774962515	338.91
2015/07/01	0000051	FLAIR CORPORATION	REGULAR EFT	VCS305	775659731	30.80
					*PAYMENT TOTAL:	369.71

FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (555) 555-1234

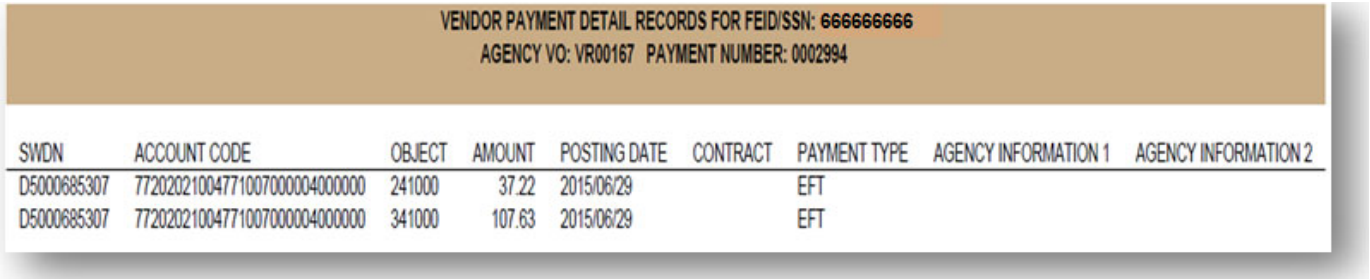
Understanding your Report

You may click on **Payment Number** to see details of an individual payment.

There will be one of three possible values in the **Payment Type** field:
EFT—Electronic Funds Transfer
Purchasing Card—State of Florida Credit Card
Warrant—Physical Check

The **SWDN** is a unique document number used by State Agencies.

The posting date is the date that the transaction was approved for payment.



VENDOR PAYMENT DETAIL RECORDS FOR FEID/SSN: 666666666
AGENCY VO: VR00167 PAYMENT NUMBER: 0002994

SWDN	ACCOUNT CODE	OBJECT	AMOUNT	POSTING DATE	CONTRACT	PAYMENT TYPE	AGENCY INFORMATION 1	AGENCY INFORMATION 2
D5000685307	77202021004771007000004000000	241000	37.22	2015/06/29		EFT		
D5000685307	77202021004771007000004000000	341000	107.63	2015/06/29		EFT		