

State of Rhode Island
RIPAY
Payment Information Website

RIPAY Payment Information User Manual

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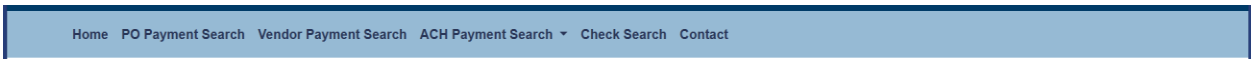
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About

RIPAY Payment Search website contains payment information for the State of Rhode Island. To Navigate this website, use the menu bar at the top. If you need further assistance, please refer to **How to Use This Website**.

This user manual explains how to use different screens.

Menu Bar



Each screen can be opened by clicking on the menu item name.

Clicking on the following pages redirects the user to respective pages.

Example:

- Home, PO Payment Search, Vendor Payment Search, Check Search and Contact.
- ACH Payment Search menu expands sub menu items, Municipal and Vendor searches.

Footer

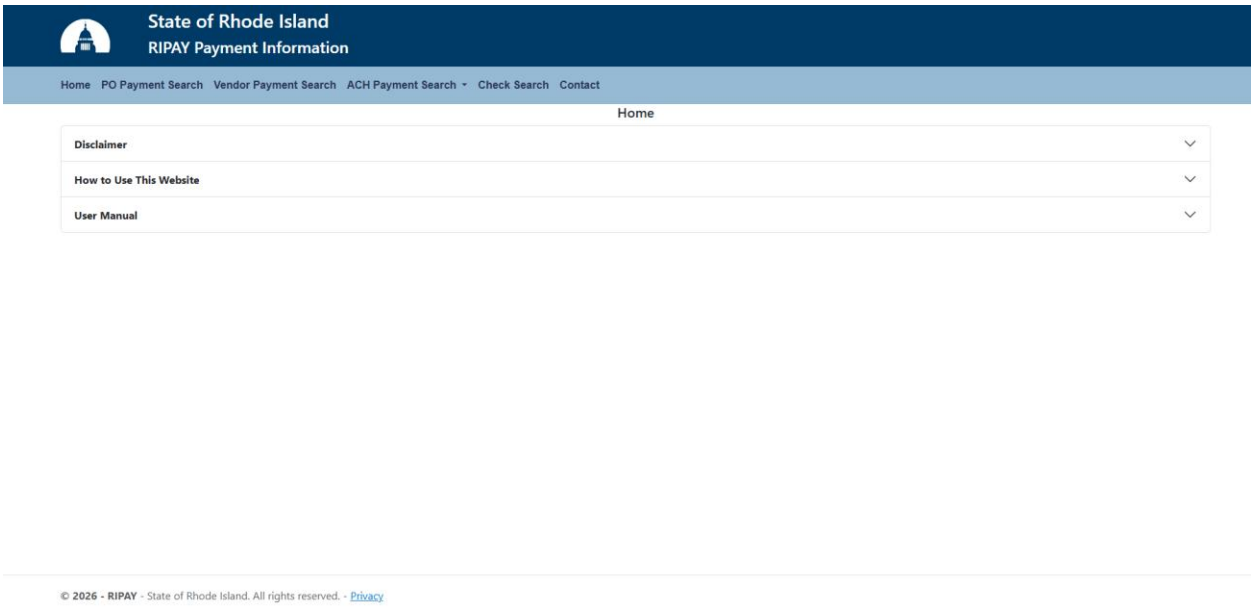
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Home

This page contains subsections: Disclaimer, How to Use This Website and User Manual.

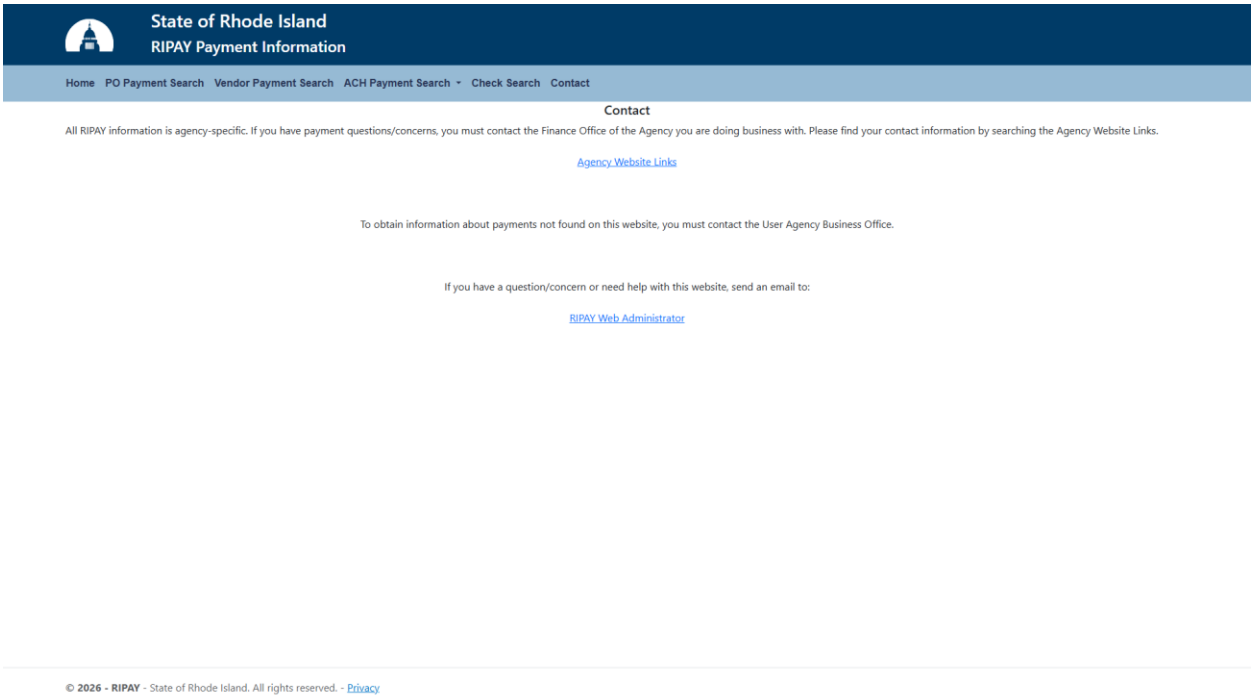
Each section can be expanded by clicking on it.



Contact

This page contains information on how to contact the Agency Business Office using the Agency Website Links.

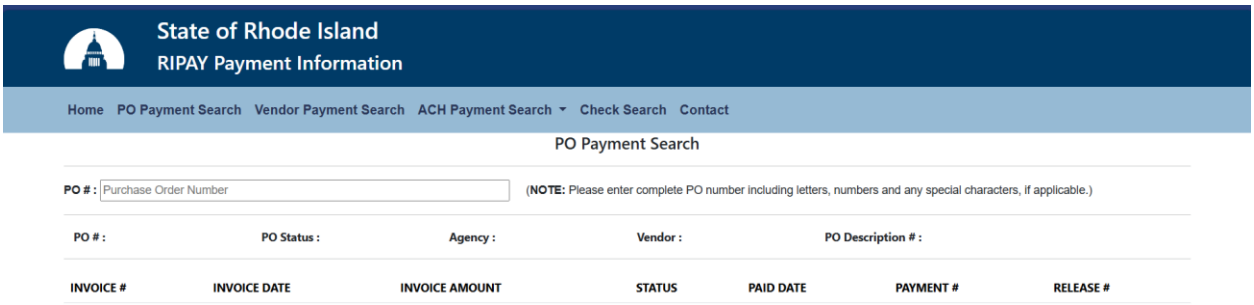
To contact a RIPAY Web Administrator, click on the link to open email address in outlook / browser window.



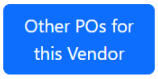
PO Payment Search

PO Payment Search is used to search Payments associated for the PO # entered.

PO - Please enter complete PO number including letters, numbers and any special characters, if applicable and hit enter.



- Other POs for this vendor.

The blue button 

appears after results are displayed successfully. Clicking this button will redirect to the next page where “Other POs for this Vendors” are displayed.

- Filter results and Page length change.



A search box, page length dropdown and export to Excel and PDF appear when results are displayed for the PO # entered.



- Search – User can filter the results by adding additional search criteria.

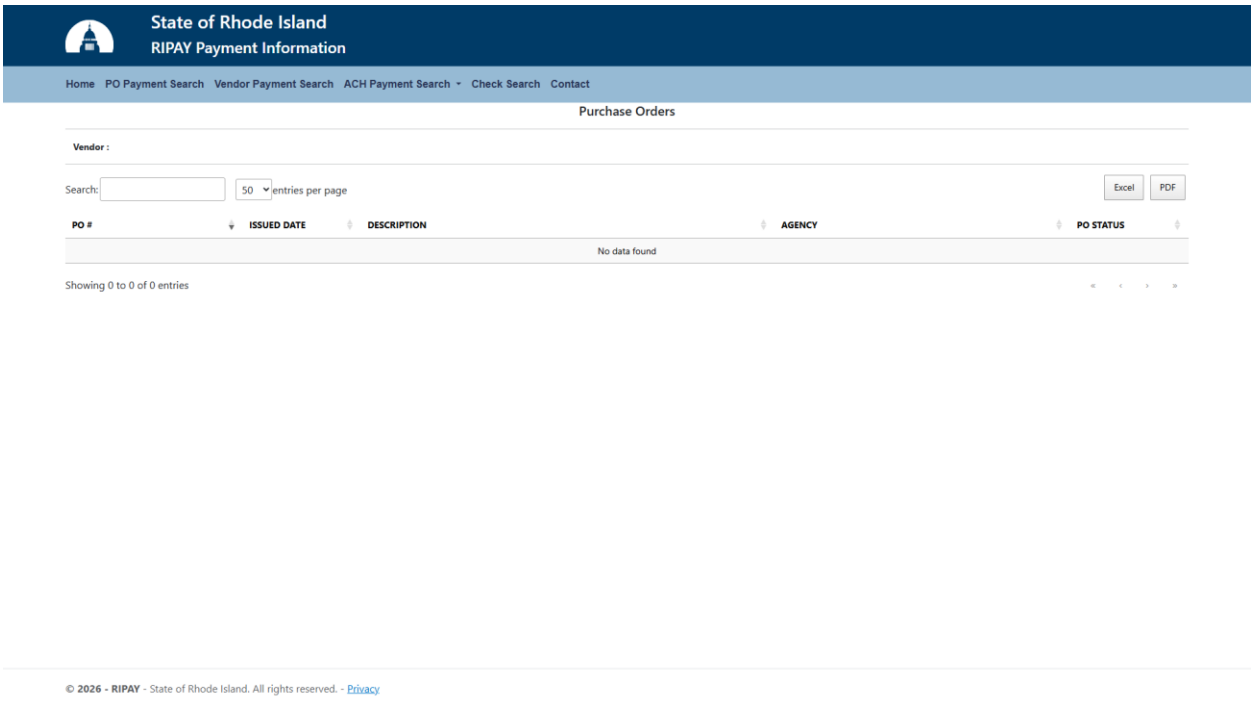
  Example: Specific Invoice # or part of Invoice, Amount or any character matches.

  Excel – The results are exported to an excel file.

  PDF – The results are exported to a pdf file.

Purchase Orders

From the PO Payment Search screen, clicking the on “Other POs for this Vendor” button will redirect you to the Purchase Orders page.



Vendor Payment Search

Vendor Payment Search is used to search for Payments for the selected vendor.

- How to search: In the Vendor search box start typing the vendor's name. By entering a minimum of 3 characters, the box populates the results based on the characters entered.

  Example:

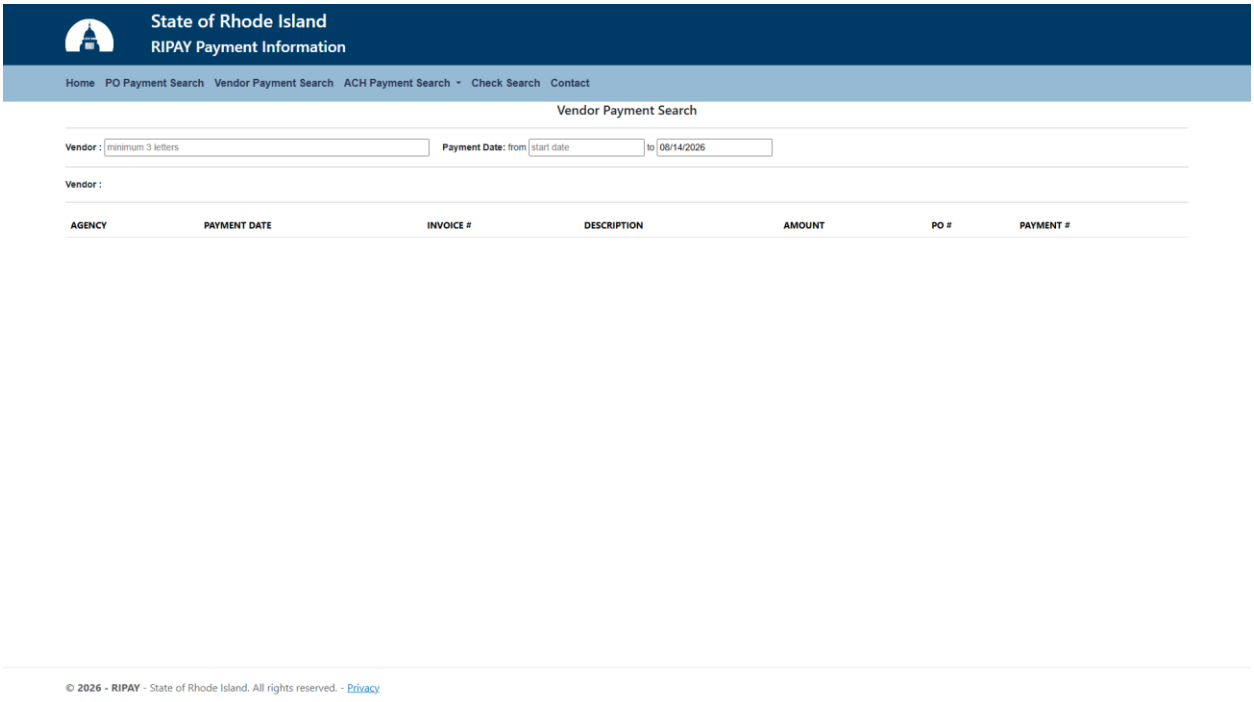
  Vendor:

  Input characters "City" will list all the vendor names containing the word city in the vendor's name. By selecting a respective vendor name from the list, the results will be populated in the table below.

  Payment Date:

  "from" date calendar select "start date" or key in the date in "mm/dd/yyyy" format.

  "to" date is defaulted to the current date, however it can be changed based on the criteria.



ACH Payment Search - Municipal

ACH Payment Search has multiple submenus to select.

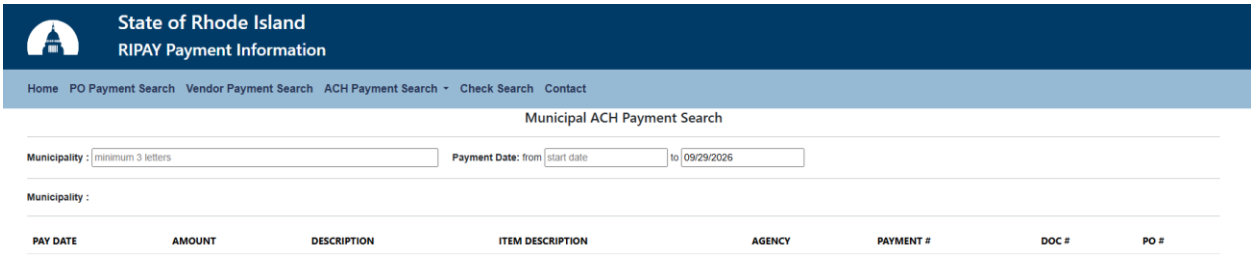
The Municipal search provides the payment information for the selected municipality and date range.

To begin searching for payment information, enter a minimum of three characters to populate a filtered list of matching municipality names and select a municipality from the list.

For payment date, use the calendar select “from” date and “to” date (defaults to current date).

Once all criteria are entered, the results are populated in the table below.

All the results from the table can be filtered and exported to excel and pdf format.



ACH Payment Search – Vendor

ACH Payment Search has multiple submenus to select.

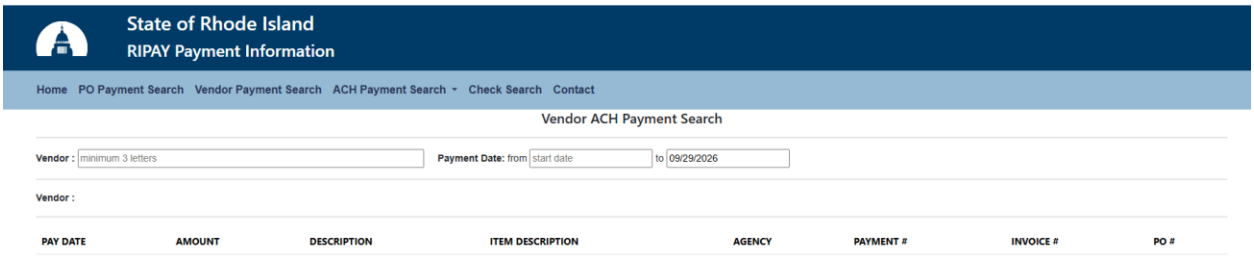
The Vendor search provides the payment information for the selected vendor and date range.

To begin searching for payment information, enter a minimum of three characters to populate a filtered list of matching vendor names and select a vendor from the list.

For payment date, use the calendar select “from” date and “to” date (defaults to current date).

Once all criteria are entered, the results are populated in the table below.

All the results from the table can be filtered and exported to excel and pdf format.



Check Search

To search for payments relating to a specific check number, the user must enter the complete check number and hit enter. The results are populated in the table below.

All the results from the table can be filtered and exported to excel and pdf format.

Results table:

