

**State of Rhode Island Payment Information
RIPAY Website Documentation**



RIPAY User Manual

State of Rhode Island Payment Information RIPAY Website Documentation

Table of Contents

<u>Section</u>	<u>Page</u>
I. Summary	3
II. Setup	3
III. General Information	3
IV. PO Payment Search	4
A. Saving Payment Information Into Excel	6
B. Viewing/Printing Payment Statement	6
C. Viewing Other Purchase Orders For A Vendor	7
D. Saving Payment Information Into Excel	8
E. Viewing/Printing Unpaid Invoice Statement	8
V. ACH Payments	9
A. Municipal ACH Payments	10
B. Saving Municipal ACH Payment Information Into Excel	11
C. Viewing/Printing Municipal ACH Payment Statement	12
D. Vendor ACH Payments	13
E. Saving Vendor Payment Information Into Excel	14
F. Viewing/Printing Vendor ACH Payment Statement	14
G. Quasi-Public/State Agency ACH Payments	15
H. Saving Q-P/State Agency Payment Info Into Excel	16
I. Viewing/Printing QP/St Agency ACH Payment Statement	16
VI. Check Number Search	17
A. Viewing/Printing Check Statement	19
VII. Questions or Concerns	19

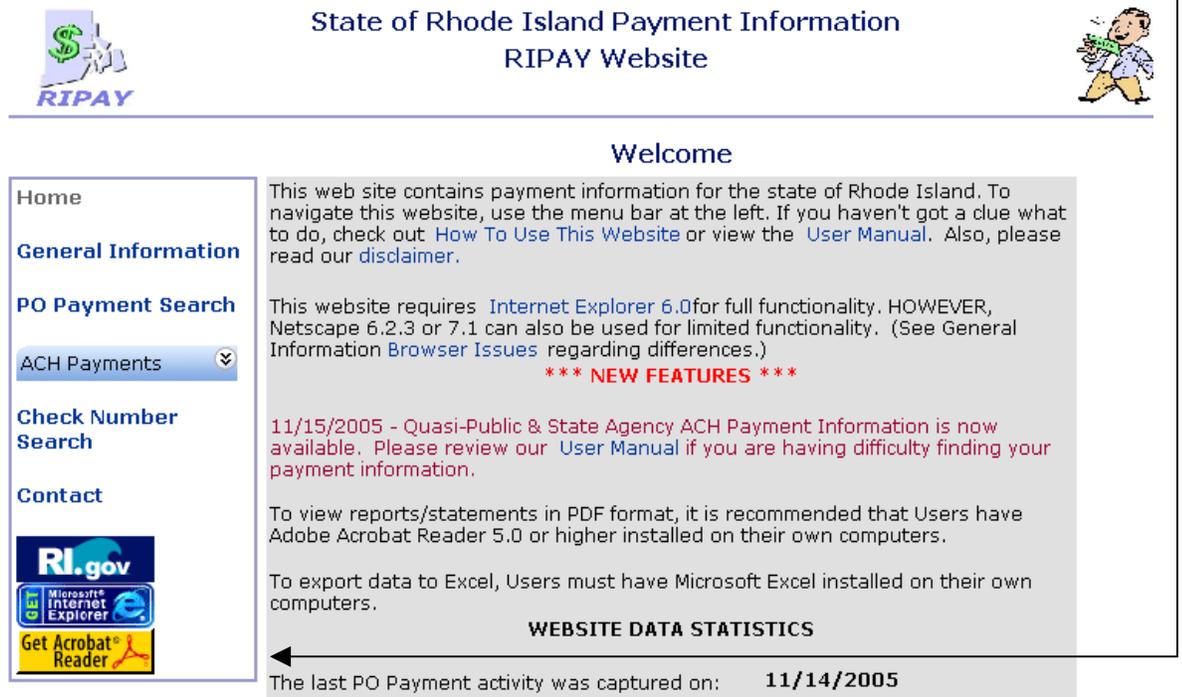
State of Rhode Island Payment Information RIPAY Website Documentation

I. Summary

This document explains how to navigate the State of Rhode Island Payment Information RIPAY Website to retrieve purchase order payment information and export to excel or print a payment statement.

II. Setup

This website requires Internet Explorer 6.0 for full functionality. HOWEVER, Netscape 6.2.3 or 7.1 can also be used for limited functionality. (See website regarding differences.) You will also need Adobe Acrobat Reader to view payment statements. Downloads are available at the bottom of the menu. To get to the RIPAY website and begin searching for Purchase Order Payments, go to the URL <http://www.ripay ri.gov> and the RIPAY home page is displayed:



The screenshot shows the RIPAY website interface. At the top left is the RIPAY logo, which includes a map of Rhode Island with a dollar sign. The title is 'State of Rhode Island Payment Information RIPAY Website'. On the right is a cartoon character holding a stack of money. Below the title is a 'Welcome' section. A left-hand navigation menu contains links for Home, General Information, PO Payment Search, ACH Payments (with a dropdown arrow), Check Number Search, and Contact. The main content area contains a disclaimer, browser requirements (Internet Explorer 6.0, Netscape 6.2.3 or 7.1), and a red announcement: '11/15/2005 - Quasi-Public & State Agency ACH Payment Information is now available. Please review our User Manual if you are having difficulty finding your payment information.' Below this is a recommendation to have Adobe Acrobat Reader 5.0 or higher installed. At the bottom, there is a 'WEBSITE DATA STATISTICS' section with an arrow pointing left and the text 'The last PO Payment activity was captured on: 11/14/2005'. At the bottom left of the screenshot are logos for RI.gov, Microsoft Internet Explorer, and Get Acrobat Reader.

III. General Information

If you have a question or need information regarding using the website or understanding its purpose, you should click the **General Information** icon on the menu bar. The following page will be displayed:

State of Rhode Island Payment Information RIPAY Website Documentation



State of Rhode Island Payment Information
RIPAY Website



General Information

Home	Disclaimer	Disclaimer for this website.
General Information	Request For Payment	How vendors are paid by the State of Rhode Island.
PO Payment Search	How To Use This Website	Information/help on how to use the RIPAY website.
ACH Payments	Definitions of Terms	Glossary of terms used within the PO Payment section of the RIPAY website.
	Browser Issues	Current browser issues with RIPAY.

This page contains links to a disclaimer, a statement about how to make a request for payment, quick instructions on how to use the RIPAY website, definitions of terms used within this website, and browser issues and concerns when viewing this website.

IV. PO Payment Search

To search for purchase order payments, click the **PO Payment Search** menu item from the menubar at the left. The following page will be displayed:



State of Rhode Island Payment Information
RIPAY Website



PO Payment Search

Home	Search Criteria - Please enter a valid State of Rhode Island purchase order.					
General Information	* Purchase Order #:		Release #:		<input type="button" value="Search"/> Search For PO On Purchasing Website	
PO Payment Search	<input type="text"/>		<input type="text"/>			
ACH Payments	Purchase Order #:		Release #:			
Check Number Search	PO Description:					
Contact	Agency Name:					
	Vendor Name:					
	PO Status:					
						
	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE STATUS	PAID DATE	CHECK NUMBER
	1					
	2					

State of Rhode Island Payment Information RIPAY Website Documentation

On this page, you must enter the exact Purchase Order number and release number where required. When ready to execute a search, click the 'Search' button. The spreadsheet will then be loaded with search results:



State of Rhode Island Payment Information
RIPAY Website



PO Payment Search

[Home](#)

[General Information](#)

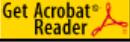
[PO Payment Search](#)

[ACH Payments](#)

[Check Number Search](#)

[Contact](#)





Search Criteria - Please enter a valid State of Rhode Island purchase order.

* Purchase Order #: Release #: [Search](#) [Search For PO On Purchasing Website](#)

4 Invoices Found

Purchase Order #: **50A00281905** Release #: **0**

PO Description: **METER RENTAL**

Agency Name: **COASTAL RES MGMT**

Vendor Name: **HASLER INC**

PO Status: **COMPLETE RECEIPT**

[View Other POs For This Vendor](#)
 [View Payment Statement](#)
 [View In Excel](#)

	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE STATUS	PAID DATE	CHECK NUMBER
1	912930	1/27/2004	\$177.00	PAID	2/9/2004	259189
2	647700	10/28/2003	\$177.00	PAID	11/5/2003	241728
3	403248	7/28/2003	\$177.00	PAID	8/20/2003	227603
4	1166617	4/27/2004	\$177.00	PAID	5/7/2004	276432

If you are search for a blanket PO and a release number is required, the system will prompt you to enter a release number if one was not entered:



State of Rhode Island Payment Information
RIPAY Website



PO Payment Search

[Home](#)

[General Information](#)

[PO Payment Search](#)

Search Criteria - Please enter a valid State of Rhode Island purchase order.

* Purchase Order #: Release #: [Search](#) [Search For PO On Purchasing Website](#)

A release number is required for this purchase order.

State of Rhode Island Payment Information RIPAY Website Documentation

Saving Payment Information Into Excel

The PO Payment search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated.

	A	B	C	D	E	F	G	H	I	J
1	PO NUMBER	LEASE NUMBER	DESCRIPTION	AGENCY NAME	ENDOR NUMBER	ENDOR NAME	PO STATUS	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT
2	50A00281905	0	METER RENT	COASTAL RES	003547	HASLER INC	COMPLETE RE	912930	1/27/2004	\$177.00
3	50A00281905	0	METER RENT	COASTAL RES	003547	HASLER INC	COMPLETE RE	647700	10/28/2003	\$177.00
4	50A00281905	0	METER RENT	COASTAL RES	003547	HASLER INC	COMPLETE RE	403248	7/28/2003	\$177.00
5	50A00281905	0	METER RENT	COASTAL RES	003547	HASLER INC	COMPLETE RE	1166617	4/27/2004	\$177.00

You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As...' to save the file.

Viewing/Printing Payment Statement

The PO Payment results can be displayed as a statement which totals the amount invoiced and amount paid. The PO Payment Statement can be viewed/printed by clicking the [View Payment Statement](#) link, which will display the payment statement as a PDF file:

State of Rhode Island Payment Information RIPAY Website Documentation

State of Rhode Island - Payment Statement

Payment To: HASLER INC

Purchase Order #: 50A00281905 **Release #:** 0

Description: METER RENTAL

Agency Name: COASTAL RES MGMT

PO Status: COMPLETE RECEIPT

Invoice Number	Invoice Date	Invoice Amount	Invoice Status	Paid Date	Check Number
912930	01/27/2004	\$177.00	PAID	02/09/2004	259189
647700	10/28/2003	\$177.00	PAID	11/05/2003	241728
403248	07/28/2003	\$177.00	PAID	08/20/2003	227603
1166617	04/27/2004	\$177.00	APPROVED FOR		
Total Invoice Amount:		\$708.00			
Total Amount Paid To Date:		\$531.00			

Click the  icon to print a copy of your payment statement, or the  icon to save it on your computer.

Viewing Other Purchase Orders For A Vendor

Upon a successful search, you will be able to view other purchase orders for the selected vendor. Click on the [View Other POs For This Vendor](#) link to view a list of purchase orders for the current fiscal year. From this page you can also filter on Fiscal Year and PO Status:

State of Rhode Island Payment Information RIPAY Website Documentation



State of Rhode Island Payment Information
RIPAY Website



Purchase Orders

Home

General Information

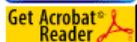
PO Payment Search

ACH Payments ▼

Check Number Search

Contact





Fiscal Year: PO Status:

5 PO/Releases Returned

Vendor Name: **HASLER INC**

[View Unpaid Invoice Statement](#)
[View In Excel](#)

	PO NUMBER	REL #	ISSUE DATE	PO DESCRIPTION	AGENCY NAME	PO STATUS
1	12A00335444	0	9/12/2005	METER RENTAL 10/1/05-12/31/05	GOVERNOR	CLOSED
2	50A00333921	0	8/16/2005	METER RENTAL	COASTAL RES MGMT	PARTIAL RECEIPT
3	54A00331614	0	7/12/2005	mailer acct 176536-001 rental	EDUC ASSIST AUTHORITY	CLOSED
4	54A00337254	0	10/7/2005	mailer rental 176536-001	EDUC ASSIST AUTHORITY	CLOSED
5	99C00332291	0	7/21/2005	postage	JUDICIAL/COURT:	COMPLETE RECEIPT

<< 1 >>

Double-click a column header to toggle sort ascending/descending.

From this page you can view the purchase orders by selecting a fiscal year and/or PO Status (See website Definitions of Terms for more information). To view all of the invoices for a purchase order, click on the PO number.

Saving Payment Information Into Excel

The purchase orders can be viewed and saved in Excel by clicking the [View In Excel](#) hyperlink. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated.

Viewing/Printing Unpaid Invoice Statement

From the Purchase Orders page, you can view all of the unpaid invoices for every purchase order by clicking on the [View Unpaid Invoice Statement](#) hyperlink. The Unpaid Invoice Statement will be displayed as a PDF file:

State of Rhode Island Payment Information RIPAY Website Documentation

State of Rhode Island - Unpaid Invoice Statement

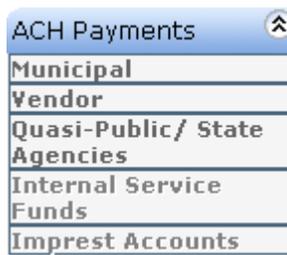
Unpaid Invoices For: HASLER INC

Invoice Number	Invoice Amount	Invoice Date	Invoice Status
PO#: 99C00301437 Rel#: 0 56681 DJC HASLER JUDICIAL/COURTS	\$47.50		READY FOR AP
PO Unpaid Invoice Amount:		\$47.50	
PO#: 99C00301439 Rel#: 0 509236 DJC HASLER JUDICIAL/COURTS	\$229.50		READY FOR AP
PO Unpaid Invoice Amount:		\$229.50	
Total Unpaid Invoice Amount:		\$277.00	

Click the  icon to print a copy of your unpaid invoice statement, or the  icon to save it on your computer.

V. ACH Payments

To search for ACH payments, click the downward arrows on the  menu item from the menubar at the left or double-click on the word **ACH PAYMENTS**. The ACH menu options will be displayed:



Currently, only Municipal, Vendor, and Quasi-Public/State Agency ACH Payment information is available online. Please click the type of ACH payment you wish to find.

State of Rhode Island Payment Information RIPAY Website Documentation

Municipal ACH Payments

If you selected Municipal within the ACH Payments menu, the following page will be displayed:



State of Rhode Island Payment Information
RIPAY Website



Municipal ACH Payment Search

Search Criteria - Please select a municipality and enter a date range.

Municipality:

* Start Date:

* End Date:

	EST. PAYMENT DATE	BANK ACCOUNT	ITEM AMOUNT	CATEGORY	PAYING AGENCY	PAYMENT NUMBER	DOCUMENT NUMBER
1							
2							
3							

<<<>>>

Double-click a column header to toggle sort ascending/descending.

Home

General Information

PO Payment Search

ACH Payments ^

- Municipal
- Vendor
- Quasi-Public/ State Agencies
- Internal Service Funds
- Imprest Accounts

Check Number Search

Contact







On this page, you can select the Municipality (or school district) from the municipality drop down list, enter an estimated payment date range, and click 'Search'. The search results will show details for fund transfers:

State of Rhode Island Payment Information RIPAY Website Documentation



State of Rhode Island Payment Information
RIPAY Website



Municipal ACH Payment Search

Search Criteria - Please select a municipality and enter a date range.

Municipality:

* Start Date: * End Date:

10 Invoices Found

[View Payment Statement](#)
[View In Excel](#)

	EST. PAYMENT DATE	BANK ACCOUNT	ITEM AMOUNT	CATEGORY	PAYING AGENCY	PAYMENT NUMBER	DOCUMENT NUMBER
1	11/14/2005	PRIMARY ACCOUNT	\$147.24	SUBSTANCE ABUSE	MHRH/HOSP	1103190	NOV05 MUNI
2	11/14/2005	PRIMARY ACCOUNT	\$2,643.00	SUBSTANCE ABUSE	MHRH/HOSP	1103190	NOV05 MUNI
3	11/10/2005	ALTERNATE ACCOUNT	\$286.60	SCHOOL LUNCH	EDUC (ELEM/SEC)	1100662	672B110800
4	11/10/2005	ALTERNATE ACCOUNT	\$199.22	SCHOOL LUNCH	EDUC (ELEM/SEC)	1100662	672B110800
5	11/10/2005	ALTERNATE ACCOUNT	\$5,595.10	SCHOOL LUNCH	EDUC (ELEM/SEC)	1100662	672B110800

<< >>

Double-click a column header to toggle sort ascending/descending.

Home

[General Information](#)

PO Payment Search

ACH Payments

- Municipal
- Vendor
- Quasi-Public/ State Agencies
- Internal Service Funds
- Imprest Accounts

Check Number Search

Contact

Saving Municipal ACH Payment Information Into Excel

The Municipal ACH Payment search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet.

	EST. PAYMENT DATE	BANK ACCOUNT	ITEM AMOUNT	CATEGORY	ITEM DESC.	PAYING AGENCY	PAYMENT NUMBER	DOCUMENT NUMBER	DESCRIPTION	NOTES
1	11/14/2005	PRIMARY ACCOUNT	\$147.24	SUBSTANCE ABUSE	ENFORCEMENT - TOBACCO	MHRH/HOSPI TALS	1103190	NOV05 MUNI	PREVENT SERV/SUBSTANCE	MONTHLY PAYMENT/REIMBURS
2	11/14/2005	PRIMARY ACCOUNT	\$2,643.00	SUBSTANCE ABUSE	COMMUNITY BASED PREVENTION	MHRH/HOSPI TALS	1103190	NOV05 MUNI	PREVENT SERV/SUBSTANCE	MONTHLY PAYMENT/REIMBURS
3	11/10/2005	ALTERNATE ACCOUNT	\$286.60	SCHOOL LUNCH	9/1/2005 LEA 01190LD090105 :	EDUC (ELEM/SEC)	1100662	672B11080005		9/1/2005 LEA 01190LD090105 :
4	11/10/2005	ALTERNATE ACCOUNT	\$199.22	SCHOOL LUNCH	9/1/2005 LEA 01190LD090105 :	EDUC (ELEM/SEC)	1100662	672B11080004		9/1/2005 LEA 01190LD090105 :

You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As...' to save the file.

State of Rhode Island Payment Information RIPAY Website Documentation

Viewing/Printing Municipal ACH Payment Statement

A Municipal ACH payment statement can be viewed/printed by clicking the [View Payment Statement](#) link, which will display the payment statement as a PDF file. The statement includes additional detailed information about the payment transfer and a total amount transferred for the period selected.

State of Rhode Island - ACH Payment Statement

ACH Payment To: BARRINGTON TOWN OF

Est. Pay Date	Bank Account	Item Amount	Category	Item Description	Agency	Payment Number	Document Number
11/14/2005	PRIMARY ACCOUNT	147.24	SUBSTANCE ABUSE	ENFORCEMENT - TOBACCO	MHRH/HOSPITALS	1103190	NOV05 MUNI
11/14/2005	PRIMARY ACCOUNT	2,643.00	SUBSTANCE ABUSE	COMMUNITY BASED PREVENTION SERVICES (RISAPA)	MHRH/HOSPITALS	1103190	NOV05 MUNI
11/10/2005	ALTERNATE ACCOUNT	286.60	SCHOOL LUNCH	9/1/2005 LEA 01190LD090105 : Programs Included -, Lunch, Breakfast , Milk	EDUC (ELEM/SEC)	1100662	672B11080005
11/10/2005	ALTERNATE ACCOUNT	199.22	SCHOOL LUNCH	9/1/2005 LEA 01190LD090105 : Programs Included -, Lunch, Breakfast , Milk	EDUC (ELEM/SEC)	1100662	672B11080004
11/10/2005	ALTERNATE ACCOUNT	5,595.10	SCHOOL LUNCH	9/1/2005 LEA 01190LD090105 : Programs Included -, Lunch, Breakfast , Milk	EDUC (ELEM/SEC)	1100662	672B11080003
11/09/2005	PRIMARY ACCOUNT	6,050.93	POLICE DETAILS	INVOICE# 14 FHWA DESIGN	TRANSPORTATION	286423	670JF8590
11/09/2005	PRIMARY ACCOUNT	343.76	POLICE DETAILS	INVOICE# 14 STATE MATCH	TRANSPORTATION	286423	670JF8590
11/09/2005	PRIMARY ACCOUNT	1,512.73	POLICE DETAILS	INVOICE# 14 STATE MATCH DESIGN	TRANSPORTATION	286423	670JF8590
11/09/2005	PRIMARY ACCOUNT	1,375.06	POLICE DETAILS	INVOICE# 14 FHWA	TRANSPORTATION	286423	670JF8590
11/04/2005	PRIMARY ACCOUNT	603,137.04	MV EXCISE	MOTOR VEHICLE EXCISE TAX PHASE OUT IN ACCORDANCE WITH RIGL 44-34	ADMINISTRATION	1099491	210361-30
Total Amount:		621,290.68					

Click the  icon to print a copy of your payment statement, or the  icon to save it on your computer.

State of Rhode Island Payment Information RIPAY Website Documentation

Vendor ACH Payments

If you selected Vendor within the ACH Payments menu, the following page will be displayed:



State of Rhode Island Payment Information
RIPAY Website



Vendor ACH Payment Search

Search Criteria - Please find and select a vendor and enter an invoice # or date range.

Find Vendor: *Vendor Name:

Invoice #: *Start Date: *End Date:

	EST. PAYMENT DATE	ITEM AMOUNT	DESCRIPTION	PAYING AGENCY	PAYMENT NUMBER	INVOICE NUMBER
1						
2						
3						

<< >>

On this page, you must first find and select a vendor. To do this, type at least 3 characters of the vendor name into the text field titled 'Find Vendor'. **Please Note: If your vendor name is less than 3 characters, you must type your exact vendor name.** Click to begin your search. Any vendors found will be loaded into the drop down list titled 'Vendor Name'. If no vendors were found, you will see the following message:

No vendors found.

Select the appropriate vendor name from the drop down list, enter an invoice number or estimated payment date range and click the button. The search results will show details for fund transfers:

State of Rhode Island Payment Information RIPAY Website Documentation



State of Rhode Island Payment Information
RIPAY Website



Vendor ACH Payment Search

Search Criteria - Please find and select a vendor and enter an invoice # or date range.

Find Vendor: * Vendor Name:

Invoice #: * Start Date:

4 Invoices Found

[View Payment Statement](#) [View In Excel](#)

	EST. PAYMENT DATE	ITEM AMOUNT	DESCRIPTION	PAYING AGENCY	PAYMENT NUMBER	INVOICE NUMBER
1	2/28/2005	11043.7	REC DESIGN 97112	TRANSPORTAT	180462	97112-184
2	2/28/2005	2760.93	REC DESIGN 97112	TRANSPORTAT	180462	97112-1084
3	2/21/2005	17323.43	REC DESIGN 97112	TRANSPORTAT	160250	97112-183
4	2/21/2005	4330.86	REC DESIGN 97112	TRANSPORTAT	160250	97112-183

<< >>

Double-click a column header to toggle sort ascending/descending.

Home

General Information

PO Payment Search

ACH Payments ^

- Municipal
- Vendor
- Quasi-Public/ State Agencies
- Internal Service Funds
- Imprest Accounts

Check Number Search

Contact

Saving Vendor ACH Payment Information Into Excel

The ACH Payment search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	VENDOR NAME	EST. PAYMENT DATE	ITEM AMOUNT	DESCRIPTION	ITEM DESC.	PAYING AGENCY	PAYMENT NUMBER	INVOICE NUMBER	DESCRIPTION	NOTES
2	SAMPLE VENDOR INC	2/28/2005	11043.7	REC DESIGN 97112	TFG-STAT (001) 80% FED/20% STATE	TRANSPORTATION	180462	97112-184	REC DESIGN 97112	
3	SAMPLE VENDOR INC	2/28/2005	2760.93	REC DESIGN 97112	TFG-STAT (001) 80% FED/20% STATE	TRANSPORTATION	180462	97112-1084	REC DESIGN 97112	
4	SAMPLE VENDOR INC	2/21/2005	17323.43	REC DESIGN 97112	TFG-STAT (001) 80% FED/20% STATE	TRANSPORTATION	160250	97112-183	REC DESIGN 97112	
5	SAMPLE VENDOR INC	2/21/2005	4330.86	REC DESIGN 97112	TFG-STAT (001) 80% FED/20% STATE	TRANSPORTATION	160250	97112-183	REC DESIGN 97112	

You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As...' to save the file.

Viewing/Printing Vendor ACH Payment Statement

A Vendor ACH payment statement can be viewed/printed by clicking the [View Payment Statement](#) link, which will display the payment statement as a PDF file. The statement includes

State of Rhode Island Payment Information RIPAY Website Documentation

additional detailed information about the payment transfer and a total amount transferred for the period selected.

State of Rhode Island - ACH Payment Statement

ACH Payment To: SAMPLE VENDOR INC

Est. Pay Date	Item Amount	Item Description	Agency	Payment Number	Document Number
02/28/2005	11,043.70	TFG-STAT (001) 80% FED/20% STATE FHWA	TRANSPORTATION	180462	97112-184
02/28/2005	2,760.93	TFG-STAT (001) 80% FED/20% STATE FHWA	TRANSPORTATION	180462	97112-1084
02/21/2005	17,323.43	TFG-STAT (001) 80% FED/20% STATE FHWA	TRANSPORTATION	160250	97112-183
02/21/2005	4,330.86	TFG-STAT (001) 80% FED/20% STATE FHWA	TRANSPORTATION	160250	97112-183
Total Amount:		35,458.92			

Click the  icon to print a copy of your payment statement, or the  icon to save it on your computer.

Quasi-Public/State Agency ACH Payments

If you selected Quasi-Public/State Agency within the ACH Payments menu, the following page will be displayed:

**State of Rhode Island Payment Information
RIPAY Website**

Quasi-Public/State Agency ACH Payment Search

Search Criteria - Please select a quasi-public/state agency and enter a date range.

Quasi-public/State Agency:

* Start Date: * End Date:

	EST. PAYMENT DATE	ITEM AMOUNT	DESCRIPTION	PAYING AGENCY	PAYMENT NUMBER	INVOICE NUMBER
1						
2						

State of Rhode Island Payment Information RIPAY Website Documentation

On this page, you can select the Quasi-Public or State Agency from the drop down list, enter an estimated payment date range, and click 'Search'. The search results will show details for fund transfers:



State of Rhode Island Payment Information RIPAY Website



Quasi-Public/State Agency ACH Payment Search

Search Criteria - Please select a quasi-public/state agency and enter a date range.

Quasi-public/State Agency:

* Start Date: * End Date:

2 Invoices Found

[View Payment Statement](#) [View In Excel](#)

	EST. PAYMENT DATE	ITEM AMOUNT	DESCRIPTION	PAYING AGENCY	PAYMENT NUMBER	INVOICE NUMBER
1	10/21/2005	3156.87		EDUC (ELEM/SEC)	1097234	672H1019
2	9/29/2005	7858.4		EDUC (ELEM/SEC)	1090180	672H0927

- Home
- General Information
- PO Payment Search
- ACH Payments ^
 - Municipal
 - Vendor
 - Quasi-Public/ State Agencies
 - Internal Service Funds
 - Imprest Accounts
- Check Number Search

Saving Quasi-Public/State Agency ACH Payment Information Into Excel

The ACH Payment search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet.

	A	B	C	D	F	G	H	J	K	L
	VENDOR NAME	EST. PAYMENT DATE	ITEM AMOUNT	DESCRIPTION	PAYING AGENCY	PAYMENT NUMBER	INVOICE NUMBER	NOTES	PO#	REL#
1	ENGLISH FOR ACTION	10/21/2005	3156.87		EDUC (ELEM/SEC)	1097234	672H1019034	RIDE GRNT PYMT 1430-80200-601		
2	ENGLISH FOR ACTION	9/29/2005	7858.4		EDUC (ELEM/SEC)	1090180	672H0927002	RIDE GNT PYMTS 1430-80200-601		

You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As...' to save the file.

Viewing/Printing Quasi-Public/State Agency ACH Payment Statement

A Quasi-Public/State Agency ACH payment statement can be viewed/printed by clicking the [View Payment Statement](#) link, which will display the payment statement as a PDF file. The

State of Rhode Island Payment Information RIPAY Website Documentation

statement includes additional detailed information about the payment transfer and a total amount transferred for the period selected.

The screenshot shows a PDF document titled "State of Rhode Island - ACH Payment Statement". The document includes the RIPAY logo and a cartoon character. The main content is a table with the following data:

Est. Pay Date	Item Amount	Item Description	Agency	Payment Number	Document Number
10/21/2005	3,156.87	RIDE GRNT PYMT 1430-80200-601	EDUC (ELEM/SEC)	1097234	672H10190034
09/29/2005	7,858.40	RIDE GNT PYMTS 1430-80200-601	EDUC (ELEM/SEC)	1090180	672H09270002
Total Amount:		11,015.27			

Click the  icon to print a copy of your payment statement, or the  icon to save it on your computer.

VI. Check Number Search

To search for backup detail by check number, click the **Check Number Search** menu item from the menubar at the left. The following page will be displayed:

The screenshot shows the RIPAY Website interface. At the top, it says "State of Rhode Island Payment Information RIPAY Website". Below this is a "Check Number Search" section. On the left is a navigation menu with the following items: Home, General Information, PO Payment Search, ACH Payments (expanded to show Municipal Vendor, Quasi-Public/ State Agencies, Internal Service Funds, and Imprest Accounts), and Check Number Search. The main content area has a search form with the following fields:

Search Criteria - Enter a valid check number & click Search. Then select the payee name.

* Check #: Payee Name:

Check #: _____ Date Paid: _____

Payee Name: _____

	INVOICE NUMBER	AMOUNT	DESCRIPTION	AGENCY NAME	PO NUMBER	RELEASE NUMBER
1						
2						

State of Rhode Island Payment Information RIPAY Website Documentation

On this page, you can enter a check number and click 'Search'. (Because the State of Rhode Island makes payments from multiple banks, the same check number may be used for multiple payments. To find the correct check reference, use the drop down list of payee names.) The payee name drop down list will be loaded with payees for the check number and spreadsheet will then be loaded with payment information for the first payee. If the payee displayed is not the one you were searching for, select another payee from the drop down list, and its payment information will automatically be displayed. If your payee is not displayed in the list, no payment information exists.

Here is an example of a check number search, and in this example the search returned 2 payee names for check #250129:

Search Criteria - Enter a valid check number & click Search. Then select the payee name.

* Check #: Payee Name:

Upon selecting the payee you wish to view, the payment information is displayed:



State of Rhode Island Payment Information RIPAY Website



Check Number Search

Home

General Information

PO Payment Search

Municipal ACH Payments

Check Number Search

Contact




Search Criteria - Enter a valid check number & click Search. Then select the payee name.

* Check #: Payee Name:

5 Payments Found

Check #: **250129** Date Paid: **12/18/2003**

Payee Name: **NEW ENGLAND ICE CREAM CO INC**

[View Payment Statement](#)

	INVOICE NUMBER	AMOUNT	DESCRIPTION	AGENCY NAME	PO NUMBER	RELEASE NUMBER
1	479KXH0462	\$107.20		CHILDREN & YOUTH		0
2	479KXH0445	\$214.40	SHERBERT & ICE CREAM	CHILDREN & YOUTH		0
3	479KXH0444	\$214.40	SHERBERT & ICE CREAM	CHILDREN & YOUTH		0
4	479KXH0443	\$214.40	SHERBERT & ICE CREAM	CHILDREN & YOUTH		0
5	479KXH0442	\$214.40	SHERBERT & ICE CREAM	CHILDREN & YOUTH		0

State of Rhode Island Payment Information RIPAY Website Documentation

Viewing/Printing Check Statement

A Check statement can be viewed/printed by clicking the [View Payment Statement](#) link, which will display the payment statement as a PDF file. The statement will show more backup details and the total paid:

Invoice Number	Amount Paid	Description	Agency	PO Number	Release Number	Notes
479KXH0462	107.20		CHILDREN & YOUTH		0	INV.2028759
479KXH0445	214.40	SHERBERT & ICE CREAM CUPS	CHILDREN & YOUTH		0	INV.2028349,2028597
479KXH0444	214.40	SHERBERT & ICE CREAM CUPS	CHILDREN & YOUTH		0	INV.2027556,2027838
479KXH0443	214.40	SHERBERT & ICE CREAM CUPS	CHILDREN & YOUTH		0	INV.2026952,2027164
479KXH0442	214.40	SHERBERT & ICE CREAM CUPS	CHILDREN & YOUTH		0	INV.2026019,2026970
Total Amount:		964.80				

Click the  icon to print a copy of your payment statement, or the  icon to save it on your computer.

VII. Questions or Concerns

The RIPAY website includes a Contact page for help obtaining information relating to a purchase order or invoice. Click the [Contact](#) link on the menu bar. This page contains a link to the state agency telephone directory (PDF file). **Please be sure to contact the appropriate agency.** If the agency is not found, this page also contains a link to all state government agency websites:

State of Rhode Island Payment Information RIPAY Website Documentation



State of Rhode Island Payment Information
RIPAY Website



Contact

Home

General Information

PO Payment Search

ACH Payments 

Check Number
Search

Contact



All RIPAY information is agency-specific. If you have payment questions/concerns, you must contact the appropriate agency associated with the payment. Please use the State of Rhode Island Telephone Directory for contact information or find your contract information by searching the Agency Website Links.

[State of Rhode Island Telephone Directory](#)

[Agency Website Links](#)

To obtain information about payments not found on this website, you must contact the User Agency Business Office.

If you have a question/concern or need help with this website, send an email to:

[RIPAY Web Administrator](#)